

# **Northampton Open Journals: a guide for University of Northampton staff**

<http://journals.northampton.ac.uk>

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**Library and Learning Services**

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# 1 Introduction

Northampton Open Journals is a collection of open access journals, edited and managed by members of The University of Northampton. The collection may be accessed at <http://journals.northampton.ac.uk>.

This document describes the operation of Northampton Open Journals, including the policies which govern the collection, the procedures for approving and monitoring journals and the institutional support for the collection.

## 2 Journal approval process

### 2.1 Applying for a new journal in the Northampton Open Journals Collection

Prospective Editors should submit their application to the Chair of the University Research Committee's Open Journals working group (see Section 3). The Chair of the working group will inform the Research Committee, at its earliest meeting, of any submission and, again, of any decision subsequent to the outcome of any scrutiny.

Applications for new journals are considered in a two step process: approval in principle and full approval.

#### 2.1.1 Approval in principle

An application for approval in principle of a new Northampton Open Journal should comprise the following details:

- Title of Journal
- Focus and scope of journal
- Name(s) of Editor(s)
- Letter/email of support from Faculty Dean or Department head.

A decision will be made as to whether the journal is acceptable in principle, and if so, the applicant will be invited to submit a full application.

#### 2.1.2 Full approval

A full application should include the following information:

Detail	Criteria for acceptance
Title of journal	<ul style="list-style-type: none"><li>• To be indicative of content</li><li>• To be original</li></ul>
Focus and scope of journal	<ul style="list-style-type: none"><li>• Include justification of need for a new journal in this area</li><li>• State position of new journal within sector</li><li>• State anticipated contribution to knowledge</li></ul>

Detail	Criteria for acceptance
	<ul style="list-style-type: none"> <li>• Avoid partisanship – journals should welcome academically rigorous contributions from all philosophical and intellectual positions</li> </ul>
Name(s) of Editor(s)	<ul style="list-style-type: none"> <li>• Lead Editor to be a member of The University of Northampton</li> <li>• Succession planning – demonstrate interest from another UoN staff member</li> </ul>
Names and affiliations of members of the proposed Editorial Board	<ul style="list-style-type: none"> <li>• Majority of members to be of national or international standing in the subject area</li> <li>• Members should have demonstrated expertise and recognition in the subject area (e.g. a publication record in this field and, if possible, a research qualification e.g. PhD.)</li> <li>• No more than 50% of Editorial Board should be members of The University of Northampton</li> </ul>
Roles and responsibilities of Editorial Board members	<ul style="list-style-type: none"> <li>• State expectations of Editorial Board membership (e.g. annual meeting; participation in online discussion; refereeing quota)</li> <li>• Outline any specific roles or responsibilities for individual members</li> </ul>
Benefit to the university and its members	<ul style="list-style-type: none"> <li>• Describe contribution to the university's Research and Knowledge Transfer and/or Learning and Teaching ambitions</li> <li>• State anticipated benefit to the university's academic community</li> </ul>
Intended audience for the journal	<ul style="list-style-type: none"> <li>• Normally the worldwide scholarly community</li> </ul>
Frequency of publication	<ul style="list-style-type: none"> <li>• Minimum two issues per year</li> </ul>
Notes for contributors	<ul style="list-style-type: none"> <li>• Specify paper style (e.g. fonts, spacing, layout, use of headings, illustrations, figures and tables); word limits and referencing style</li> </ul>

In addition, if the journal is not to follow the standard screen design for Northampton Open Journals, the following details must also be specified:

Detail	Criteria for acceptance
Journal website design	<ul style="list-style-type: none"> <li>• Supply sample layout (the visual appearance of the journal should be of a design appropriate to a university hosted web site)</li> </ul>

## 2.2 Additional requirements for new journals

Some journal features will be common to all journals in the collection, so new journals are expected to conform to the following:

Detail	Criteria for acceptance
Content acceptance policy	<ul style="list-style-type: none"><li>• Journal content will be peer reviewed</li><li>• Papers will be evaluative in nature, not merely descriptive</li><li>• If a paper is subsequently republished, the original publication in the Northampton Open Journal must be acknowledged</li></ul>
Policy regarding intellectual property rights	<ul style="list-style-type: none"><li>• All journals will be open access (i.e. freely available worldwide via the internet)</li><li>• Copyright in journal content will be retained by contributors</li><li>• It will be the contributors' responsibility to acquire permission for the use of third party material</li><li>• If contributors deposit a published final version of their paper in an open access digital repository, a link to the original copy in Northampton Open Journals should be provided</li></ul>
Equality and diversity statement	<ul style="list-style-type: none"><li>• All Northampton Open Journals should ensure that principles of equality and diversity are fully considered and, where relevant, that no authors or officers of the journal are excluded from participation through discrimination or special need.</li><li>• Journals should use inclusive language where possible (e.g. gender specific pronouns should be avoided).</li></ul>
Reputation of the university	<ul style="list-style-type: none"><li>• The journal and its content will in no way adversely affect the reputation of The University of Northampton</li></ul>

## 2.3 Outcome of approval process

After considering the application, the working group will recommend one of the following:

- approve the new journal;
- approve the new journal, subject to further information or minor changes;
- do not approve the new journal.

The applicant will be notified of the working group's decision within two weeks of the meeting.

## **2.4 Criteria for continued inclusion of journals in Northampton Open Journals**

The Open Journals working group will meet annually to review the current collection of journals.

Subject to the following conditions, journals will continue to be hosted by Northampton Open Journals:

- the lead Editor is a member of The University of Northampton;
- a minimum of two issues are produced annually;
- access to all journal content is open and free to all readers;
- the journal in no way adversely affects the reputation of The University of Northampton.

If a journal fails to meet one or more of these criteria:

- the Open Journals working group will, within two weeks, inform the journal Editor that the journal is infringing the conditions for continuation of the journal and, if appropriate, allow the Editor a further four months to rectify the situation;
- if any of the criteria are still not met then the Open Journals working group will recommend that the University Research Committee terminates the journal and the working group will ask Information Services to remove the journal from the Northampton Open Journals website.

## **2.5 Appeals procedure**

An appeal against a decision of the Open Journals working group should be made by the journal Editor within one month of being notified of the decision.

In the event of an appeal, the Open Journals appeals group (see Section 3.3) will review the decision.

The Open Journals appeals group will be convened when required, but no more than three times per year.

The journal Editor will be notified of the appeal group's decision within two weeks of the meeting.

The decision of the Open Journals appeals group is final.

### **3 Open Journals working group**

New journals are approved and monitored by the Open Journals working group, a working group of the University Research Committee.

#### **3.1 Membership of the Open Journals working group:**

The Open Journals working group comprises:

- the Executive Dean of Research;
- the Head of Research Support (Library & Learning Services);
- the Research Leader (or equivalent representative) of those faculties or institutes within which the journal is based.

When meeting annually to review the entire collection (see section 3.4), the Open Journals working group is supplemented by one representative from each of the Faculties or Departments having responsibility for an existing journal in the collection.

The Open Journals working group reports annually to the University Research & Enterprise Committee but keeps the committee informed of the progress of submissions in the interim (see Section 2.1).

#### **3.2 Frequency of meetings**

The Open Journals working group meets up to three times per year, as necessitated by the creation of new journals.

In addition, the working group meets once per year to monitor the current collection. This meeting may be combined with a meeting to approve a new journal.

#### **3.3 Membership of the Open Journals appeals group:**

The Open Journals appeals group, comprises:

- the Research Leader (or equivalent representative) of those faculties or institutes within which the journal is based;
- two further members of the University Research & Enterprise committee (not including members of the working group responsible for the original decision).

## 4 Journal creation and management

Each journal is the responsibility of an Editor based at The University of Northampton, supported by an Editorial Board. Once approved, journals operate autonomously, subject to annual review (see Section 2.4).

### 4.1 Open Journals System

Northampton Open Journals uses Open Journals System (OJS) software (<https://pkp.sfu.ca/ojs/>). Technical support for this software is provided by Library and Learning Services.

OJS is a journal management and publishing system:

- The journal is **managed** by role-holders such as Site Administrator, Journal Manager, Editor, Copyeditor, Reviewer and Author;
- Issues are **published** through a well defined publication workflow - from paper submission, through peer review, copy- and layout-editing, proof-reading, to final publication online.

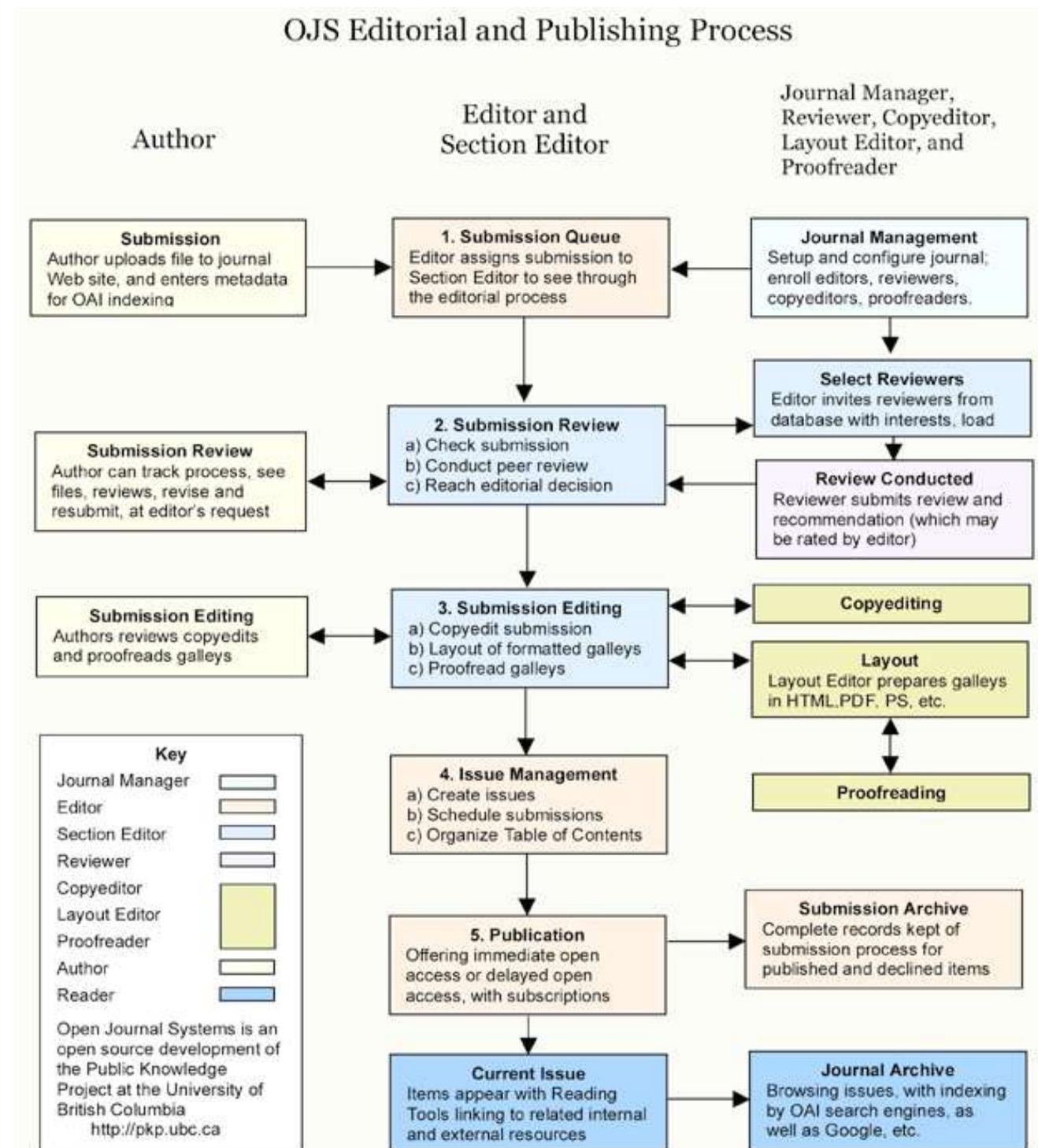
The OJS Workflow Chart on the following page shows how these come together in the software (Figure 4.1).

Northampton Open Journals is a 'multiple journal' implementation of the OJS software. This means that the university is able to create several journals within the same collection, using one instance of the OJS software.

The standard software provides sufficient management and publication functionality for new editors to begin producing a journal straight away. However, if desired, there are options for Site Administrators, Journal Managers and Editors to customise journals to their own requirements. In the case of Northampton Open Journals, some of this has already occurred e.g. the Northampton Open Journals website carries The University of Northampton branding.

*Note that because several journals share the same copy of the software, there are some limitations to the type of bespoke changes that can be made (e.g. journals may have independent style sheets, but will share the same program code). Journal Editors should check with Information Services before customising their journals.*

**Figure 4.1 OJS Workflow chart**



(Source: PKP Public Knowledge Project (2008) *OJS/OCS Quick Reference*. Version 1.0. Available from: <http://pkp.sfu.ca/files/docs/quickreference/quickreference.pdf> [accessed 05.05.17])

## 4.2 Creating a new Northampton Open Journal

The following sections will focus on aspects of journal creation which are particular to The University of Northampton. For more general instructions please see the various guides to the OJS software which are available from the OJS wiki:

[https://pkp.sfu.ca/wiki/index.php?title=OJS\\_Documentation](https://pkp.sfu.ca/wiki/index.php?title=OJS_Documentation).

For a typical new journal, the set up process is as follows:

- The site administrator (from Information Services) creates a journal and nominates a 'Journal Manager'. At The University of Northampton this person will be the prospective Editor and 'owner' of the journal.

*Note that all journal users have a nominated role and a unique login user name and password. The only exceptions are readers, but even they may register for a user name so they can receive notifications of new issues.*

- The Journal Manager may then 'set up' the journal by defining the following:
  - Journal details (name, ISSN, contacts, publisher, sponsors and tags for search engines);
  - Policies (focus, peer review, sections, privacy, security, and additional 'about' items);
  - Submissions (author guidelines, checklist, copyright notice and indexing);
  - Management (access and security, scheduling, announcements, copyediting, layout and proofreading);
  - The look (homepage header, content, journal header, header footer, navigation bar, HTML style sheet and information for readers and authors).

*Note that many of the options can be defined using a checkbox or simply accepting the Northampton Open Journals default text, so this is not as onerous as it looks.*

More details of these, including recommended text for many of the elements, are given in Section 4.3.

- The Journal Manager next creates or modifies these:
  - Journal sections (e.g. Articles; Reviews; Opinion);
  - Users (e.g. Editor, Section Editors and Reviewers);
  - Prepared emails (OJS comes with dozens of pre-defined emails for use in supporting the editorial process; these can be used as is, or modified).

### **4.3 Northampton Open Journals – standards and guidelines**

The OJS software provides example text for a wide range of purposes. For example, there is a review policy, author guidelines, a copyright statement and so forth. Some of these will be peculiar to a specific journal, but others apply to all Northampton Open Journals. To ensure appropriate consistency or flexibility, Journal Managers should follow the guidelines below.

#### **4.3.1 University journals – standard information**

In order to achieve consistency across the collection, the following statements should not be amended by Journal Managers (other than to include the correct journal name):

##### **4.3.1.1 Copyright notice**

The author(s) must warrant that an article is original and the sole work of the author(s); the author(s) must also obtain relevant permissions from any third-party copyright holders. Where an article or report has more than one author, the submitting author is responsible for ensuring that all other authors agree to the terms of submission.

Copyright and associated moral rights in works published in <Name of the journal> are retained by the authors. Authors grant to The University of Northampton and <Name of the journal> non-exclusive rights to reproduce works electronically (in full or in part) and to publish works in any such media current or later developed. By virtue of their appearance in this open access journal, works may be used freely, with proper attribution, in educational and other non-commercial settings.

#### **4.3.1.2 Competing interest statement**

If any author has a financial interest in, or has received funding from a company or organisation that might benefit from the publication of work in this journal then they should state it here.

The statement should include a description of the role of the organisation, if any, in study design; the collection, analysis, and interpretation of data; the writing of the paper; and the decision to submit the paper for publication. The author(s) should confirm that they had full access to all of the data in the study and that they are able to take complete responsibility for the integrity of the data and the accuracy of the data analysis.

If an author anticipates a potential conflict of interest with a particular referee, such that it would be inappropriate for this person to be asked to review the manuscript, they should provide the Editor with the person's name and a brief justification of this concern.

#### **4.3.1.3 Open access policy**

<Name of the journal> is an electronic, open-access journal, available to all. Journal content may be used freely, with proper attribution, in educational and other non-commercial settings.

#### **4.3.1.4 Author self-archiving policy**

After publication, authors are encouraged to post items submitted to <name of journal> to an institutional or subject-based digital repository. An appropriate citation and a link to the original copy in this journal should be provided.

### 4.3.2 University journals – items which may be amended

The following statements and policies may be suitable 'as is' but, if preferred, may be amended by Journal Managers.

#### 4.3.2.1 Review policy and guidelines

All submitted papers are reviewed by two referees using a double blind reviewing process.

#### 4.3.2.2 Privacy statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

#### 4.3.2.3 Publication schedule.

<Name of journal> is published three times per year, in January, May and September.

### 4.3.3 Items which vary between journals

These details will probably be unique to each journal in the collection and therefore will be written specifically for each journal by its Journal Manager or Editor.

#### 4.3.3.1 Author guidelines

Guidelines for authors will normally include the following:

- **Content acceptance policy** – it is a requirement of the Northampton Open Journals collection that papers will normally be evaluative in nature, not merely descriptive. The Journal Manager may wish to add other conditions for acceptance here.
- **Article types** – for a Northampton Open Journal, the 'standard' article type will normally be the peer reviewed scholarly paper, but editors may wish to publish other items such as book reviews, letters, reports and so forth. The OJS software permits Journal Managers to define 'sections' for each type of content and they may wish to give additional instructions here.
- **Bibliographic standard** – state the bibliographic convention to be used in the journal e.g. Harvard, APA, numeric etc. It is a good idea to include a sample reference list showing citations of different types of material.

- **Submission format** – if there is a preferred format for papers, then state it here. This may cover the page layout instructions (including fonts, spacing, heading styles etc), or you may wish to say that papers should follow a pre-defined structure (such as introduction / literature review / methods / results / discussion / conclusion).
- **Supplementary files** – the OJS software permits authors to upload supplementary files with their papers. Examples might include additional images, questionnaires, a data sets etc. State here which supplementary file types are acceptable and any constraints on the file formats. Remember that readers will need to be able to access supplementary files, so try to avoid obscure file formats which require specialist software. File formats such as Microsoft Word; RTF; PDF; TIFF; JPEG; HTML; MPEG; WAV; and MP3 are recommended.

For current examples of Author Guidelines, the sample journals on the OJS website (<http://pkp.sfu.ca/ojs-journals>) are well worth a look. See for example the 'About' link in each of these journals:

- Ecology and Society <http://www.ecologyandsociety.org/>
- International Journal of Communication  
<http://ijoc.org/ojs/index.php/ijoc>
- International Journal of Design  
<http://www.ijdesign.org/ojs/index.php/IJDesign/>
- Journal of learning and Development in Higher Education  
<http://www.aldinhe.ac.uk/ojs/index.php?journal=jldhe&page=index>

#### 4.3.3.2 Article layout instructions and layout template

How a journal wishes to display papers is at the discretion of the editorial team. The first decision is whether to display in web page (HTML) or document (e.g. MS Word or PDF) format.

Layout instructions are usually included in the guidelines for authors and it is recommended that a template is provided. Ideally, the template will be used as a starting point for authors typing up their manuscripts so it should provide examples of all necessary formatting options (e.g. fonts, spacing, headings, paragraph numbering system, bullet points, tables, figures, formulae, quotations, citation style, references etc).

An example of such a template is shown in the Author Guidelines for the journal '*Library and Information Research*': (<http://www.lirjournal.org.uk/lir/ojs/index.php/lir/about/submissions#authorGuidelines> – see '*Full instructions for writing a paper for LIR are available [here](#)*').

If you wish to use a template such as this then please save it in an editable (MS Word) format and forward it to [openaccess@northampton.ac.uk](mailto:openaccess@northampton.ac.uk) for upload to the Northampton Open Journals server.

If you are using Layout Editors, then there is also an option to enter layout instructions for their benefit (see the 'Management' section of the journal set-up). The template will also serve as a reference document for layout editors in the event that the authors have ignored it.

#### **4.3.3.3 Submission preparation checklist**

The content of items in the Submission Preparation Checklist should match the instructions in the Author Guidelines. A default set is provided by the OJS software; these should be checked and amended as necessary.

#### **4.3.3.4 Additional 'About the journal' information**

In setting up the journal, Journal Managers are easily able to add in extra information about the journal. A statement of support for the principles of equality and diversity may be appropriately entered here.

## **5 Editing the journal**

Now the Editor can get on with the business of editing the journal. The Editor creates an issue, takes submissions through the editorial process (see the workflow chart in Figure 4.1 above) and generally manages the production of journal issues.

An excellent summary of the steps to publication is given in the '*OJS/OCS Quick Reference*' guide mentioned above (<http://pkp.sfu.ca/files/docs/quickreference/quickreference.pdf>).

The steps are as follows:

- Author submits an article (includes creation of appropriate metadata; agreement with submission checklist; acceptance of copyright statement; file upload)
- Editor receives submission
- Editor initiates peer review
- Reviewer performs review
- Editor records decision and notifies author
- Submission is edited (by Editor or nominee)
  - Copy editing (optional)
  - Layout editing – including creation and upload of 'galleys'
  - Proof reading (optional)
- Editor assigns the article to an issue
- Editor publishes issue (includes ordering of papers and page numbering)

The software provides a default set of notification emails which may be used as they stand or amended by the Journal Manager. Either way, they may be edited before sending.

## 6 Getting help

The guidelines above have focused on the process and requirements of implementing a new scholarly journal at The University of Northampton.

It was not the intention to go into detail regarding the actual editing of the journal once the setup process is complete. This is covered quite adequately by the documentation provided on the OJS website (see [http://pkp.sfu.ca/ojs\\_documentation](http://pkp.sfu.ca/ojs_documentation)).

If you are a current or prospective editor of a Northampton Open Journal and you need information or help with any part of the journal creation or editing process then please contact [openaccess@northampton.ac.uk](mailto:openaccess@northampton.ac.uk).