**Process for Publishing a Journal on ScholarWorks@BGSU**

1. **Propose your journal**  
     
   Submit a ScholarWorks@BGSU Journal Proposal form (<http://scholarworks.bgsu.edu/proposal_form.pdf>). Journal criteria and readiness requirements must be met. The ScholarWorks@BGSU Advisory Group will review your proposal and make a recommendation to the Dean of Libraries about whether or not to proceed with publication of your journal. (1-2 weeks)
2. **Meet with a ScholarWorks@BGSU representative**  
     
   If your journal proposal is approved, you will need to meet with a representative from the ScholarWorks@BGSU Advisory Group in order to discuss the journal set-up timeline and process. A representative will reach out to you to set up this meeting. (1-2 weeks)
3. **MOU**  
     
   Complete a Memorandum of Understanding (<http://scholarworks.bgsu.edu/journal_mou.docx>). (1 week)
4. **Design the look and feel of your journal website**

You will work with your assigned ScholarWorks@BGSU representative to complete the Berkeley Electronic Press (bepress) Journal Set-Up form (<http://digitalcommons.bepress.com/reference/30/>) and work through the journal site design process. You should provide a logo or artwork you would like to use with your journal and identify journal “looks” that you like from other bepress journals (see <http://digitalcommons.bepress.com/online-journals/>). You will receive up to three mock-ups of your design via email and have the opportunity to provide feedback so you are happy with the final product. (4-6 weeks)

1. **Complete bepress platform training**

After your design is complete, bepress will create an instance of your journal on the ScholarWorks@BGSU demo site (<http://demo.bgsu.bepress.com>). While you will be able to log in to the live ScholarWorks@BGSU site with your BGSU username and password, be aware that the demo site requires a separate login and password, which you will set up after your journal is available there. Your ScholarWorks@BGSU representative will then work with you to schedule online training with bepress for you and others who may be assisting you with managing the journal site. (2 weeks)

1. **Write/refine your journal policies and update them on the demo site**

Once you have received your bepress login and training, you can finalize the various elements of your journal’s site by logging in to the demo site to edit and test them. (2-4 weeks)  
  
To log in to the demo site, go to demo.bgsu.bepress.com, click on “Journal and Peer Reviewed Series,” and then click your journal’s name. (Additional editors/administrators may be added from this page.)  
  
There are a number of informational pages on your journal’s site which involve action on your part. Each comes populated with a combination of information you provided in the Journal Set-up Form (ex. Editorial Board) and default language from bepress (Policy & Submission Guidelines), but all are editable. Therefore, each page should be reviewed carefully.

Decide which links you want to include and what you want to call each. You can change the text of these links (ex. “Policy & Submission Guidelines” could be changed to “Author Guidelines”). The defaults are:

* + - *Journal Home*
    - *About this Journal*
    - *Aims and Scope*
    - *Editorial Board*
    - *Policy & Submission Guidelines*
    - *Submit Article*

Minor edits such as a word here or there can be made on the back end of the system in the appropriate text box.   
  
For significant changes, you may want to copy the text from the website and paste it into a Word document for editing. Once the content is finalized, you may either: 1) Update the text and html markup in the demo site yourself, 2) Send the copy edits to bepress and have bepress make the changes (this may take some time, especially if there is a lot of html coding to be added) or 3) Send the copy edits to your ScholarWorks@BGSU representative, who will work with library staff to add any html coding needed and change it on your journal site.  
  
*About this Journal* and *Aims & Scope* should be fairly straightforward. The *Policy & Submission Guidelines* are a little more complex.

**Policy & Submission Guidelines.**

Bepress will pre-populate this page and divide it into the five sections. The section headings and the content within them can be adjusted to fit the specific needs of your journal. The default headings are:

* + - *Philosophy of Journal*
    - *Who Can Submit*
    - *General Submission Rules*
    - *Formatting Requirements*
    - *Rights for Authors and ScholarWorks@BGSU*

A sixth section called Attribution & Usage Policies is included within the Rights for Authors section.

Here are several example policies that have been customized to fit various journals:

* <http://democracyeducationjournal.org/home/policies.html>
* <http://digitalcommons.lmu.edu/ce/submission_guidelines.html>
* <http://scholarworks.bgsu.edu/irj/policies.html>
* <http://scholars.wlu.ca/cmh/policies.html>

University Libraries supports authors retaining their own copyright or a more liberal copyright policy. We recommend changing the name of the *Rights of Authors* section to *Rights of Authors and Attribution & Usage Policies* and using the standard language we have established in this section (see below). Alternately, a more open Creative Commons license could be selected (<https://creativecommons.org/licenses/>).

**Suggested Language: Rights for Authors and Attribution and Usage Policies**

All materials in *Journal XYZ* are protected by copyright. Authors retain the copyright for their content published in *Journal XYZ* .

Reproduction, posting, transmission or other distribution or use of the article or any material therein, requires credit to the article author as copyright holder. Permission does not need to be obtained for downloading, printing, or linking to ScholarWorks@BGSU content. Individuals have the right to download and print a personal copy of materials in the *Journal XYZ*. Unless otherwise indicated, individuals do not have the right to make additional copies, post, or distribute any of the materials, unless the use meets a reasonable determination of fair use. Any use of *Journal XYZ*  content that exceeds these exceptions requires permission from the article author who is the copyright holder. Libraries interested in printing a paper from *Journal XYZ* for their permanent collection should contact the journal editors responsible for posting the paper. The requesting library can then gain copyright clearance from the paper's author(s). People seeking an exception, or who have questions about use, should contact the editors.

**Article Submission Agreement.**

As your potential authors step through the submission process, they will be asked to confirm the Article Submission Agreement. Bepress will insert standard language for this agreement, but University Libraries suggests the following language be used as a guideline instead.

**Suggested Language: Article Submission Agreement**

**Article Submission Agreement for *Journal XYZ***

**Warranties & Ownership Overview**

Please review the following submission agreement and indicate your agreement below.Thank you for submitting an article to the *Journal XYZ*

**To submit an article (the "Article"):**

1. You must be the original author and copyright holder of the article you are submitting;
2. the author(s) must have approved the work for publication;
3. the author(s) must have agreed to submit the article to the *Journal XYZ*;
4. the author(s) must accept full responsibility for the content of the Article including obtaining necessary permissions for re-use of any copyrighted material;
5. the Article must be the Author(s) original work and must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury
6. the Article must not have been previously published, is not pending review elsewhere, and will not be submitted for review elsewhere pending the completion of the editorial decision process at the Journal.

By submitting the Article, you represent and warrant that the above are true.

Each article submitted will undergo the *Journal XYZ’s* editorial decision process. The Journal is not under any obligation to publish the Article. We will send you notices at the email address associated with your account.

If the Journal agrees to publish the Article, in order to expedite the publishing process and enable the Journal to circulate your work to the fullest extent, you hereby agree to grant Bowling Green State University the right to preserve and distribute the work via the *Journal XYZ* and ScholarWorks@BGSU, though the author does not forfeit any of his or her own rights to ownership and distribution. University Libraries claims a non-exclusive, worldwide license for electronic dissemination of all journal content, including abstracts, tables of content, reference lists, and metadata. If the journal ceases publication, existing issues remain in *Journal XYZ* and in ScholarWorks@BGSU. Removal of individual articles within *Journal XYZ* is not allowed.

By clicking **Accept** you agree and consent to the Submission Agreement and the Journal Policies.

Please click **Accept** if you accept the policies and terms of this agreement, and continue with the next step in the submission process.   
  
Please click **Decline** if you do not accept the terms.

Once the journal is live, you will use your BGSU username and password to log in to the journal admin pages. The system responds to an editor/administrator differently than to a user who is submitting to the journal. If you would like to see how the submission process works, it is best to set up a separate account using a non-BGSU username and password and then step through the submission process. This way you will be able to experience it as someone who is submitting to the journal.

1. **Launch the journal & put out a Call for Papers!**

At this point, library staff will fill out an application for an ISSN for your journal and send it to the Library of Congress. Once the ISSN is assigned (this takes 4-6 weeks), library staff will submit your journal for inclusion in the Directory of Open Access Journals (DOAJ) as appropriate. This will allow it to be added to standard library indexes and knowledgebases.

Please let your ScholarWorks@BGSU representative know when new issues of your journal are published. Library staff will assign a digital object identifier (DOI) to each article and add each article’s DOI number to its metadata.