

# Publishing with Open Journal Systems (OJS)

This guide provides information about how to set up and manage a journal using the Open Journal Systems software hosted by Dalhousie Libraries.

## Getting Started

### Setting Up Your Journal

### Designing Your Journal

### Managing Your Journal

### Getting Help

### Creative Commons

## Publishing a Journal with the Dalhousie University Libraries

The Dalhousie University Libraries Journal Hosting Service provides a digital publishing option to the university community using the Open Journal Systems (OJS) online journal production software (a collaborative, open source software project maintained by the Public Knowledge Project).

The Libraries handle the initial set-up of journals, answer questions about how to use the software, and can make recommendations about how to implement the journal. The journal owners are responsible for publishing content, managing subscribers, and customizing the design of the journal.

Some of the journals we publish:

- **Dalhousie Journal of Interdisciplinary Management**  
A student-led initiative aimed at publishing graduate student work of the highest quality and significance in all areas of management. Its goals are to foster the convergence of ideas within the fields of Business Administration, Environmental Studies, Information Management, and Public Administration and to promote collegiality and encourage interdisciplinary communication and research.
- **Dalhousie Journal of Legal Studies**  
The Dalhousie Journal of Legal Studies is a non-profit, academic journal that publishes work from current law students and recent alumni in Canada and throughout the world. It was established in 1991 as a forum that promotes reflection and debate about contemporary legal issues. As one of the only publications of its kind in Canada, the Journal serves as a unique vehicle for law students to publish their work.
- **Dalhousie Medical Journal**  
The Dalhousie Medical Journal is a student-run peer-reviewed biannual publication. Much like our medical school, we feature a mix of both science and humanities. The primary goal of the journal is to increase student participation in research and writing, while offering an interesting product for the Dalhousie medical community. In the past the journal has primarily published the work of Dalhousie medical students and residents. However, we encourage submissions from members of all allied health professions at any level of training. We are also very open to considering submissions from individuals based at institutions outside of the Dalhousie community.

- **Dionysius**  
Dionysius is the journal of Dalhousie University's Department of Classics. It publishes articles on the history of ancient philosophy and theology, including Patristic theology, and their nachleben, as well as articles on Classical and later literature and history, and on Hellenic, Christian, Jewish and Islamic religion. Dionysius considers philosophy's relation, both negative and positive, to Christian belief in both ancient and modern times. As well as philosophical articles, Dionysius will publish articles on Classical and later literature and history, and on Hellenic, Christian, Jewish and Islamic religion, especially when they have a connection to philosophical questions.
- **Initial(e)s**  
Initial(e)s est une revue bilingue (français / anglais) qui depuis 1981 offre une première expérience de publication aux chercheurs de la relève.  
Founded in 1981, Initial(e)s is a bilingual journal (English / French) offering graduate students an initial entry into the realm of publication. The articles printed in the journal undergo a selection process that is at once rigorous and didactic; students' submissions are reviewed by specialists in their respective fields.
- **Nova Scotia Museum Publications**  
Research is one of the fundamental activities of the Nova Scotia Museum. Museum publications share research about our collection and encourage related research by others to advance our understanding of the world. The Museum publishes Curatorial Reports, books reviewed by staff and reports designed to support exhibits and programs.
- **Proceedings of the Nova Scotian Institute of Science (NSIS)**  
The Proceedings of the Nova Scotian Institute of Science is a peer-reviewed online journal that will consider for publication original articles principally, but not exclusively, in the areas of natural and engineering sciences as well as papers emanating from studies in the health professions. Papers that develop new scientific theories based on scientific principles and/or analysis of data particular to Nova Scotia or the Atlantic Provinces are particularly encouraged.
- **Pseudo-Dionysius**  
ψυχῆς ἐστὶ λόγος ἑαυτὸν αὔξων –Herakleitos  
First published in 1999, Pseudo-Dionysius is run by undergraduate and graduate students at Dalhousie and the University of King's College. It offers the opportunity for university students at all levels to publish their work.
- **Verso: An Undergraduate Journal of Literary Criticism**  
Verso: An Undergraduate Journal of Literary Criticism publishes essays from Dalhousie University English Department's undergraduate students. It is an initiative of the Dalhousie English Society.
- **YA Hotline**  
The YA Hotline is a bi-annual newsletter containing a large amount of information and resources for both young adults and young adult librarians, including book reviews, resource lists, bibliographies, feature articles, interviews and more.

## Assessing Your Readiness

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Implementation will go more smoothly if you have taken the time to learn the initial setup of the system first.

- If you want to customize the look and feel of your site, you will need to be comfortable with editing CSS and HTML or find someone else who is.
- If you are moving from print to digital publishing, you will need to build a plan for communicating the changes to your subscribers.
- If you have content hosted on another platform or backfiles in PDF format, it is possible to import the files. We can provide guidance on batch processing if you have a large number of files. Batch processing requires familiarity with XML.
- If you do not wish some or all of your journal issues to be open access, you will need to determine how you are going to collect payments. As well, you will need to create subscriber lists in OJS and each subscriber needs to be associated with a unique email address.
- If you are new to journal publishing, you will need to allow extra time to become familiar with managing the review process.

The more complex your setup, the more planning and time you will need to invest.

## Request a Journal

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-  [Sample MOU](#)

If you are interested in setting up a journal, contact us and we will set up an initial meeting to talk about your goals and the ways we can help you get started.

If you decide to go ahead with the journal, we will ask you to sign a Memorandum of Understanding (click to see sample MOU) which outlines the Libraries' and the Editorial Team's responsibilities.

We will also ask you some basic information in order to set up the journal. We will need:

- Journal name
- Preferred abbreviation of the journal name
- Primary contact person's name and email address
- Names and email addresses of editorial team
- A brief description to be displayed on the Libraries' journal page
- ISSN or eISSN if available
- DOI prefix if available

Once we have created a shell for your journal using this information, you will be sent login details and you can then begin to enter additional material about the journal, such as its focus and scope, submission information for authors, etc.

