The Dalhousie University Libraries provide digital publishing services to the University community and beyond. Our focus is making scholarly content openly available to the public. We host both peer reviewed and student journals, as well as teaching materials and book series.

The software we use is Open Journal Systems (OJS), a collaborative, open source software project maintained by the Public Knowledge Project.

Due to the high 􀃓exibility of the

software use, the di􀃗erent composition of editorial teams and the di􀃗erent journal concepts

**Professional and individual design**

The layout and design of an OJS journal can be customized. For simple changes of the

appearance, eg the adjustment of the journal logo, no comprehensive IT knowledge is

required. For detailed customization, CSS 􀃒les are used. Here, individual elements of the

magazine website can be arranged di􀃗erently, represent their own corporate identity or, for

example, use di􀃗erent preset design templates for coloring, font etc. or de􀃒ne one according

to individual needs.

Now, through the Office of Scholarly Publishing, those services can expand, still at no charge, for those campus OA journals whose operations are consistent with professionally-published scholarly journals.

. We are committed to

making sure that all content is migrated correctly and efficiently. In addition, we plan to customize PKP’s

extensive documentation to our specific OJS instance and our editors’ needs.

One of those

projects is planning its rollout of Open Journal Systems (OJS) 3. The Public Knowledge Project announced

the release of OJS 3 last summer and they have been continually updating and improving the open source

journals publishing software since the upgrade. The latest version of OJS offers more robust functionality

and several new features, making it a major enhancement to the platform we currently provide to over 30

journals. We hope to migrate all of our journals to OJS 3 by spring 2018.

From submission to appraisal and editing to content composition, publishing and archiving,

publishing with OJS is based on a comprehensive process based on traditional editorial and

editorial activities, organized in such a way that OJS journals can be independently maintained and managed.

Make sure articles are optimized for search engines. Here's a brief explanation and some tips

(https://us.sagepub.com/en-us/nam/help-readers-􀃒nd-your-article) from Sage.

Make sure articles have about 4 to 6 relevant keywords and phrases. For assistance, ask your

subject librarian

Promote your journal via social media and other venues (conferences, workshops, etc.)

Encourage authors to promote their articles via social media and other venues (conferences,

poster sessions

**Google Analytics**

Our OJS journals are also enrolled in Google Analytics, which collects statistics at the journal

website level, e.g., number of hits; number of countries accessing; sessions, users, page views.

**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.**

OJS features the ability to directly import metadata describing articles and issues for your journal. This can be extremely useful when you are adding back issues to your journal, and do not want to go through the standard OJS editorial process. The Articles and Issues XML Plugin is the primary method for batch importing and exporting article-level content. It can be used to import and export single or multiple issues and/or articles, including comprehensive metadata.

You need to create the content that will appear on the journal's *About Page* and to define

review policies and procedures.

Your site will come pre-populated with form letters you can use in managing the review

process. You can modify those letters to suit your needs.

The look and feel of an OJS-based website can be customized by editing one or more

stylesheets.

While fairly complex designs are possible, simpler design will be easier for you and your

editorial team to maintain.

Custom Style Sheets (CSS) are used to control the colour, typography, and layout of

Webpages

**Scale to Fit Your Organization**

You can set up simple or complex workflows with OJS. Much depends on how well-established

your journal is and how many people you have available to complete various tasks. For

example, there is extensive opportunity for editorial and review tasks online, but some journal

managers prefer a more streamlined approach and thus there is a plugin called "QuickSubmit"

to facilitate this.

One person with a mix of technical and editorial skills can manage all the operations of a

journal but we recommend a team of two or three in order to distribute the work more equitably

and efficiently.

Consider having separate people to handle

editorial matters and authors

technical matters

interactions with readers or subscribers

And at this point the costs of a print publication far outweigh the benefits.

Making the move to a quarterly digital publication means that we can:

**Lower the cost for our readers.**The digital version of the magazine will cost half the price and we can once again offer bundle rates to our subscribers.

**Pay more money to more contributors**for creative work.

**Save resources** by avoiding printing, shipping and postage. It’s more sustainable, financially and environmentally.

**Streamline the workload for our volunteer editors**, who work tirelessly and with such enthusiasm alongside work and study.

**Put our energy into using the online space creatively**. The journal will be available in epub3 and interactive PDF format, allowing us to experiment with alternative ways of storytelling, while producing beautifully designed digital journals.