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## Open Access Journal Workflow

University of South Florida, Tampa Library

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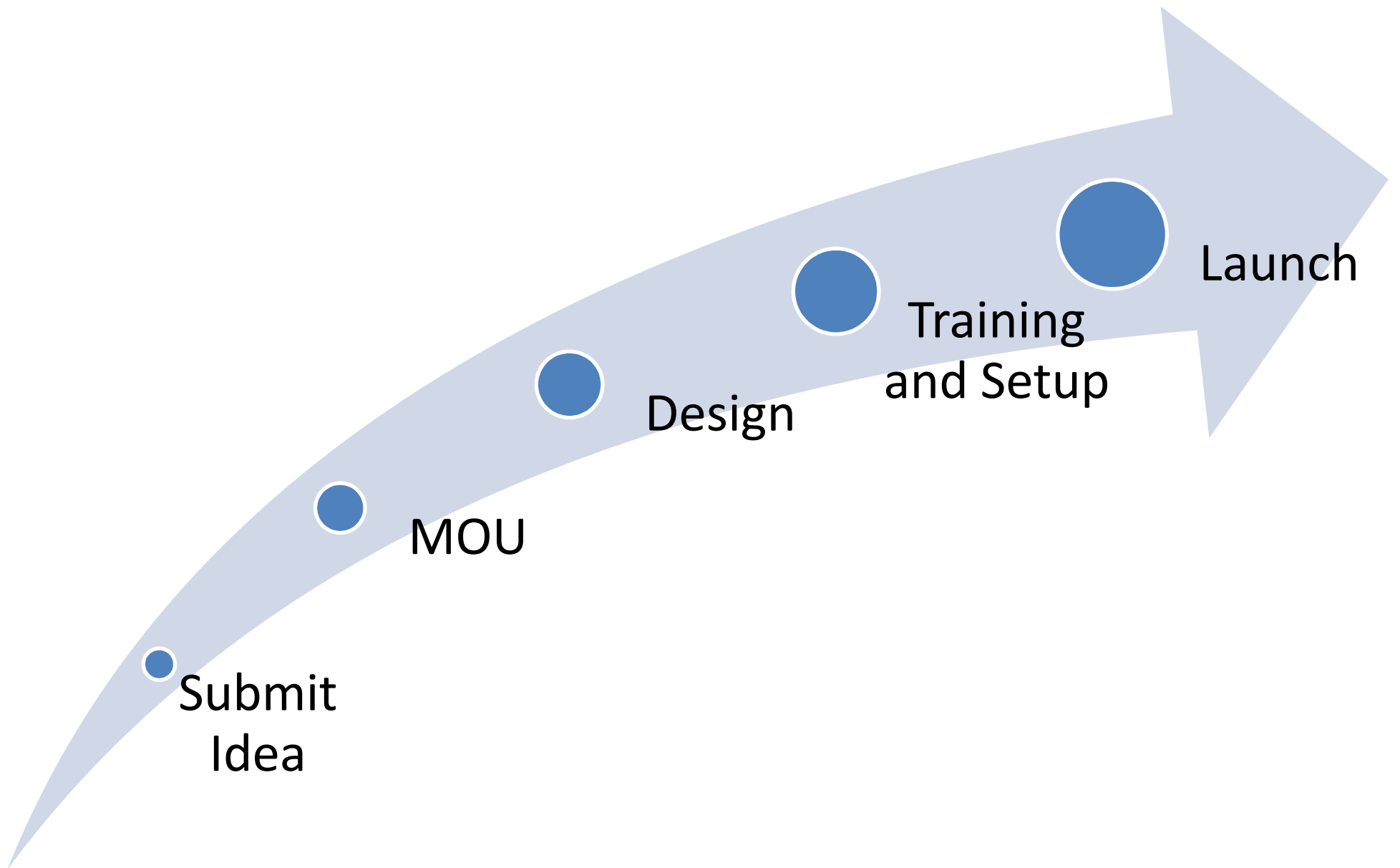
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*Each Step in the process can take from 2-4 weeks. Timeline will vary depending on response time and reiterations required.*

## Submit Idea

- Editor submits information.
- Information is reviewed and decision is made.
- Editor is informed of decision.

## MOU

- MOU is put together, agreed, and signed by all parties.
- Design packet and link to DC Journal Gallery are given to the editor.

## Design

- Editor reviews and completes package and returns to Scholar Commons.
- Scholar Commons reviews packet.
- Complete packet is forwarded to Bepress and ISSN application is started.
- Bepress creates design image. Please note that you are given 2 modifications to this design, any modifications after this will incur a design fee.

## Training and Setup

- Bepress will create demo site.
- 2 hour editor training with Bepress within the demo site.
- Editor is given chance to play within demo site.

## Launch

- The journal can be announced and “officially” launched.

## Submit Idea

- Editor submits information concerning the journal's scope, editorial policies, submission guidelines, style guides, editorial board, frequency, peer-review status, any layout requirements or expectations, and any other information that would describe the project into Scholar Commons.
- Copy editing and printing services are not offered by the USF Tampa Library, any cost and process associated with these activities must be done independently by the editor.
- Information is reviewed and decision is made if this is a journal to include with collection.
- Editor is informed of decision.
  - \*Please refer to the [Open Access Page](#) for additional information.

## Memorandum of Understanding (MOU)

- If the journal is chosen for inclusion a MOU is put together, agreed, and signed by all parties. This process should take 2-4 weeks, however this can vary greatly depending on any negotiations or additional processing that may be required.
- After MOU is signed and returned to the Scholar Commons the design packet and link to DC Journal Gallery are given to the editor to review and fill-in.
  - \*Please review the [current MOU here](#).

# Design

- Editor reviews and completes package. Completed package is turned into Scholar Commons.
- Scholar Commons reviews packet for an errors, inconsistency, or missing information. If needed, Editor is contacted for any additional information.
- When packet is determined complete it is forwarded to the bepress team and the ISSN application process is started (this process can take 2-4 weeks, but in most cases will be completed before the journal goes to the live site).
- Bepress will create the design image. Usually within four days. Please note that you are only given 2 modifications to this design.
- Initial design is given to the editor. If changes are requested, these are passed along to bepress.
  - The modified second version is usually returned within two days of receipt of requested changes.
  - Modified second version is given to the editor. If changes are requested, these are passed along to bepress.
  - The modified third version is usually returned within two days of receipt of requested changes. This is the final design and must be accepted by editor.
    - \*Any modifications after this design will cause us to be billed \$150/hr. and must be paid at the editor's expense.

You may review [\*current Digital Commons Journals here.\*](#)

## Training and Set-up

- Once design is accepted bepress team will create the demo site. This process usually takes one week. At this point you are approximately one month from the launch of your live journal.
- Editor training is set-up with bepress within the demo site. Usually this is a 2 hour session.
- Once training is complete editor is given chance to play within demo site while the live site is being built. Usually takes one week.

## Launch

- Once live site is built the journal can be announced and “officially” launched.
- Editors should use this initial two weeks to announce the launch of the journal.
- We would not suggest a call for papers, but instead for the editor to personally reach out to colleges within the area for submissions.