

*Distributed and  
Disorganized: Promoting  
Best Practices in Library  
Journal Publishing through  
a Publishing Toolkit*

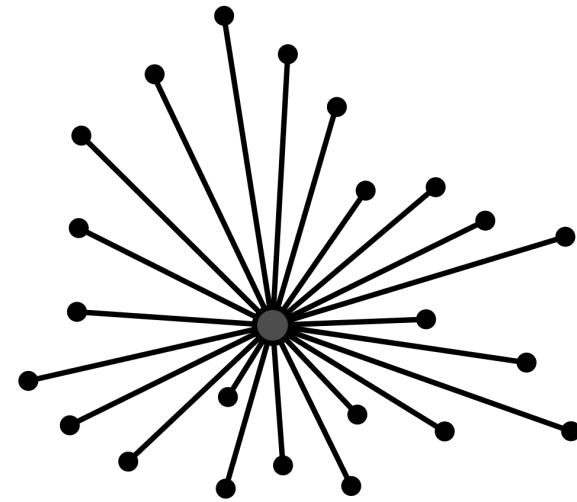


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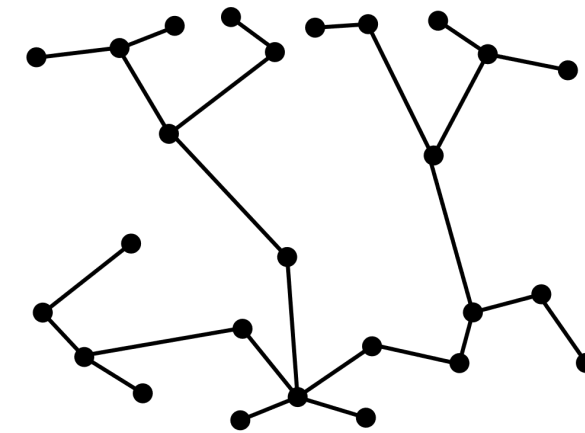
**2025**  
**Charleston Conference**<sup>™</sup>  
ISSUES IN BOOK AND SERIAL ACQUISITION

# Library publishing



CENTRALIZED

**Technical platform**  
(software management,  
hosting, and updates)



DECENTRALIZED

**Editorial management**  
(journal production, site  
information)



# Common publishing inconsistencies

Journals had inconsistent approaches to sharing:

- Licensing information
- DOIs
- Journal information

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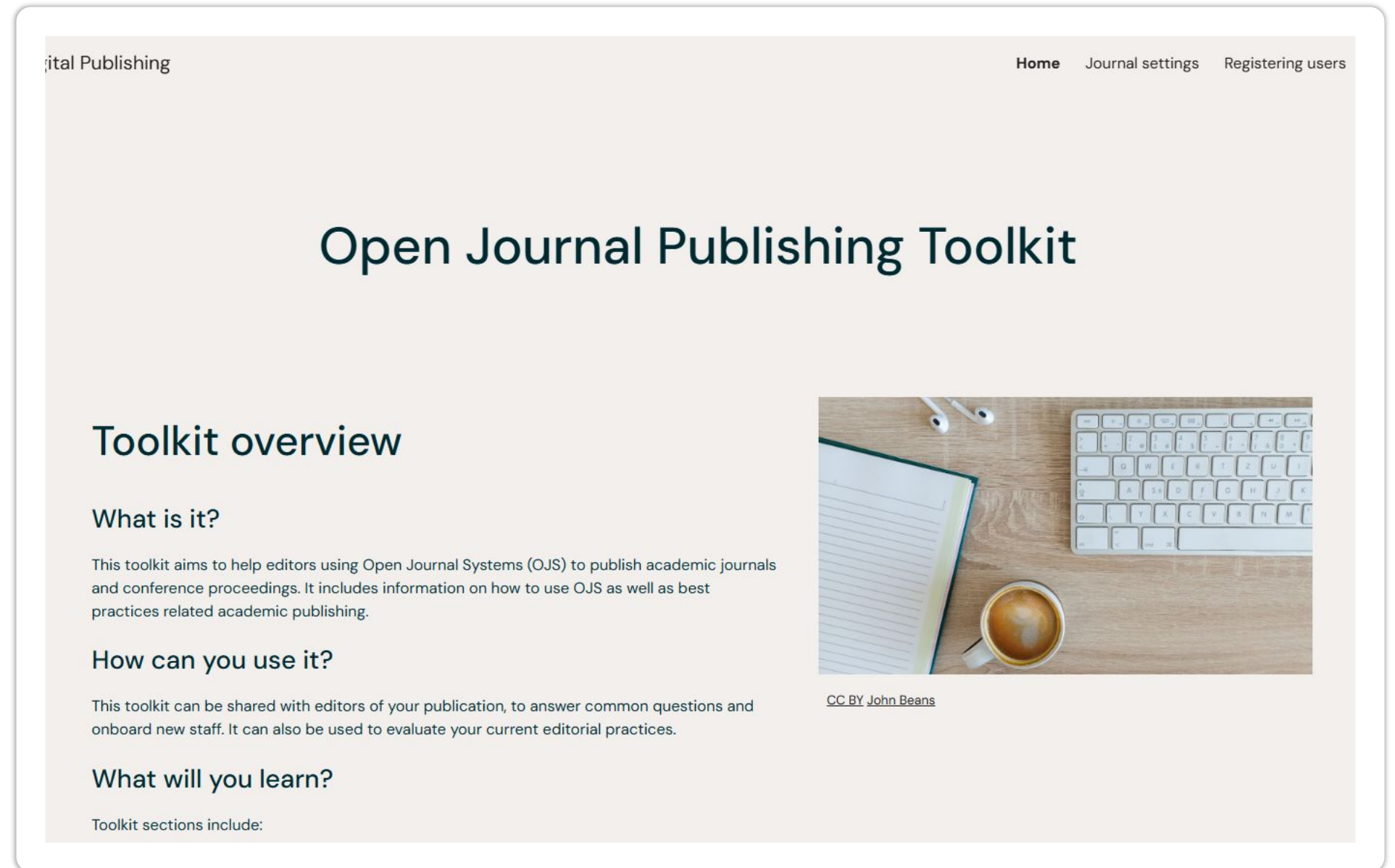
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# Open Journal Publishing Toolkit

## Toolkit sections:

- [Journal settings](#): important features to enable on OJS for your journal
- [Registering users](#): one of the most common questions from editors about OJS
- [Publishing an issue](#): guidance on typesetting, DOIs, and the submission workflow
- [Help](#): additional contacts and resources



igital Publishing

Home Journal settings Registering users

## Open Journal Publishing Toolkit

### Toolkit overview

#### What is it?


This toolkit aims to help editors using Open Journal Systems (OJS) to publish academic journals and conference proceedings. It includes information on how to use OJS as well as best practices related academic publishing.

#### How can you use it?

This toolkit can be shared with editors of your publication, to answer common questions and onboard new staff. It can also be used to evaluate your current editorial practices.

#### What will you learn?

Toolkit sections include:



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# Toolkit section on copyright and licensing information

## Copyright information

### For authors

As part of the submission process, authors are presented with the [journal's publication agreement](#), which includes information that their work will be published open access and that they retain copyright to their work. This information is within OJS at **Settings > Workflow > Submission**.

### For readers

Adding copyright information to each article is best practice and helps readers understand that the work is open access. Most of our journals use a CC BY license. If you have questions about which license you'd like to use for your journal, reach out to Savannah Lake, Digital Scholarship Librarian, at [savannah.lake@charlotte.edu](mailto:savannah.lake@charlotte.edu).

You can add licensing information to the article PDF itself, as well as in the [publication metadata](#) for each submission, which sources copyright information from your [distribution settings](#) (**Settings > Distribution**).

You can also have a general statement on your About page about the journal being open access, which can be updated under **Settings > Journal**.

Examples of copyright notices for readers, from left to right: on the journal about page, article landing page, and article PDF.

The image displays three examples of copyright notices. The first is an 'Open Access Policy' page with sections for 'Online ISSN: 2153-0173' and 'Terms of Use'. The second is an article landing page for 'Supporting Multilingual Children and Families in Early Childhood Spaces', showing the journal title, section, and a Creative Commons Attribution 4.0 International License. The third is an article PDF page with 'KEYWORDS' and a paragraph of text, including a copyright notice at the bottom.

Recommended distribution settings to automatically update copyright information for article landing pages (available under **Settings > Distribution**).

The screenshot shows a form with two sections: 'Copyright Holder' and 'License'. Under 'Copyright Holder', the 'Author' radio button is selected. Under 'License', the 'CC Attribution-NonCommercial-NoDerivatives 4.0' radio button is selected.





# Toolkit section on DOIs

## DOIs

DOIs, or digital object identifiers, are unique, persistent identifiers you can assign to articles. They ensure that people can readily find an article. They also facilitate impact metrics.

### Signing up for DOIs

We can enable DOIs for your journal, so that each article published receives a DOI. In order to participate, your journal needs to agree to the following:

- Part of having a DOI is committing to fully citing other people's DOIs within your references. All DOIs must be displayed as a full URL link like <https://doi.org/10.xxxx/xxxxx> (not in the form of doi: or DOI:). This is something that you will need to communicate to your authors and editors.
- Within submissions in OJS, for author names, be sure to fill out both the "First name" and "Surname" fields instead of putting someone's full name in one field. **This is necessary for your DOI to generate correctly.**
- Since every "article" posted to an issue receives a DOI, avoid posting items like the table of contents or front matter as an article. Instead, only post articles as articles, and then post the entire issue as an "Issue Galley."

### Using DOIs in OJS

Once we have enabled DOIs for your journal, you can use them for your articles. Broadly speaking, DOIs are assigned by OJS when you schedule an article for publication in an issue. If you push an article to an already-published issue, the DOI will be assigned immediately.

Once you schedule an article for publication and assign it to a future issue, you can [preview what the DOI will look like](#) within each submission's publication data. Click on the "Identifiers" tab and then assign to see the DOI. You can then add this value to the article PDF before uploading the PDF galley. **This is an important best practice as it ensures the DOI is directly on the article itself.** Once the issue is published, you will also be able to see the DOI on the article's landing page as well.

*Images of where you assign the DOI in the submission's metadata, as well as where it appears once the article is published*

The image shows two screenshots from the OJS system. The left screenshot displays the submission metadata interface with the 'Identifiers' tab selected and highlighted in yellow. The DOI field contains the value '10.55370/thedialog.v28i1.1789' and has a 'Clear' button next to it. The right screenshot shows the article landing page for 'Abilities: Do Parents and Professionals See Eye to Eye?'. The authors listed are Marisa Macy, Ehichoya Edokhamhen, and Keicla Burke. The DOI is highlighted in yellow and reads 'DOI: <https://doi.org/10.55370/thedialog.v28i1.1789>'. The page also shows a PDF icon, the publication date (2025-05-25), and the issue information: 'Issue Vol. 28 No. 1 (2025): Supporting Multilingual Children and Families in Early Childhood Spaces'.



# Using the toolkit

**1. Evaluate journals in your catalog for inconsistencies in best practices.**

We started this work by evaluating our journals against the [DOAJ application process](#), where we saw most of the issues were around sharing licensing information and DOIs.

**2. Adapt or integrate the toolkit when creating your own resource.**

The toolkit is freely available: <https://bit.ly/openjournaltoolkit>

**3. Reach out to journal editors.**

Whether in person or by email, highlight the impacts of the potential improvements in best practices. Share the toolkit or whatever reference material you have.

