

Appendix 1

Questions for Interviews with Editorial & Production teams, Best Practices Guide

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I. BACKGROUND INFORMATION

1. Name of journal
2. Was the journal launched as OA or transitioned from a subscription model or other model?
3. If transitioned, what was the reason/reasons for doing so?
4. If newly launched, what were the reasons for launching the journal?
5. Did the editorial team (or others) conduct a market analysis before launching the journal?
6. Did the editorial team create a business plan for the journal? Or similar.

II. ACTIVITIES CONDUCTED ALONG THE VALUE CHAIN

The main focus of this section will be to ask an open question that allows the team to walk us through their work flow from submission to accept and publishing. As the team describes this work flow, LW & CS must ask additional questions or check interpretations to ensure that all the necessary information below is collected for each section of the publishing chain, as listed below.

QUESTION: Please describe for us what happens from the time a paper is submitted until it is published. How do authors submit their work? What happens after that? Who does what?

Topics to prompt description of include: (red text are things we can likely find on journal website and do not need to ask team)

- A. Content Creation
Who submits to the journal? What type of content is desired?
- B. Content Acquisition?
How do the editors/team generate submissions? What types of marketing activities are they involved in?
- C. Quality Control
Does the journal conduct peer review? Is this blind, double-blind? Is the process supported by a software system? Which? Does the team experiment with various means of conducting peer review (e.g. open)?
- D. Typesetting & Coding
Is the journal typeset? What type of coding, if any? Who carries out this task?
- E. Copy-editing
Is the journal copy-edited? Who carries this out?
- F. Functionality
What functionality does the document have? What functions are available for different user groups from the website?
- G. Proofreading

Who carries out this activity?

H. Content Development

What goals do they have for the journal? Number of articles/year, types of articles, quality level? Indexing? IF?

I. Design

Does the journal have a professional layout?

J. Printing & Binding

Is there a print edition? Do you sell subscriptions? How is this handled? Where is the journal printed and bound?

K. Sales & Marketing

What types of sales & marketing activities are the editors involved in? Are these electronic, face-to-face, etc. What type of budget is there? What types of communications does the team maintain with readers? (e.g. alerts, regular updates via email)

L. Warehousing (paper) & Distribution (paper & electronic)

M. Consumers/Readers

How do the editors generate readership? Who are the readers? Do they track any usage? Are any usage statistics available?

N. Financing – How is the journal financed? What in-kind support is involved? What voluntary work is carried out? Does the journal have any income? How do you view your future financial situation?

III. BEST PRACTICES

This section is dedicated to providing journal teams with an opportunity to share their best 'secrets for success' as well as indicate where more information and support is needed

- A. What 3 things does your team do well in relation to publishing and managing an Open Access journal?
- B. If you could have waved a magic wand and made 3 problems go away what would these have been/are?
- C. What was the easiest thing about launching and managing the journal/what do you feel most confident about?
- D. What do you wish you knew more about?
- E. What has been absolutely critical for you to succeed with the journal?

Appendix 2

Sammanställning av svaren på enkäten "OA Journals and Libraries"

Antal svar: 19

Fördelat på länder

Sverige: 9

Finland: 3

Norge: 4

Danmark: 3

How do you find out about new OA journals?

Det var möjligt att ange mer än ett alternativ. En följdfråga var att lista ev. specifika tjänster som användes förutom DOAJ. Följande tjänster listades: SFX Libris, SHERPA/RoMEO, BIBSYS ASK, EBSCO A-Z list, PubMed Central, Biblist, Elin@, Ulrichs.

through researchers/users	information from publishers	e-mail lists	Directory of Open Access Journals (DOAJ)	we don't look actively for OA journals
IIII I	IIII I	IIIII	IIII IIII III	IIII IIII

Urvalskriterier för OA-tidskrifter:

Ja: 8

Nej: 10

Vet ej: 1

Skiljer sig urvalskriterierna från de för prenumerationstidskrifter.

Ingen angav någon skillnad vad gäller urvalskriterier. Flera nämnde att det var kvalitet och relevans som avgjorde urvalet.

Visar ni upp/marknadsför OA-tidskrifter på bibliotekets/universitetets hemsidor

Ja: 15

Nej: 4

Kolla upp länkarna!

Integration

Alla svarade ja på frågan om man integrerade OA-tidskrifterna med de prenumerationer baserade i sina tjänster. 12 styck registrerar inte tidskrifterna i sina bibliotekskataloger. Av de som inte registrerar så gällde för de flesta att de inte registrerade e-resurser/e-tidskrifter överhuvudtaget utan i stället hänvisade till sina accesstjänster som enda ingång till e-resurserna. Två av de svarande angav specifikt att man inte katalogiserade fria e-resurser.

Statistik.

Ingen förde någon statistik på användningen av OA-tidskrifter. Alla förde statistik på användningen Av de prenumerationsbaserade tidskrifterna.

Stöd till publicering i OA-tidskrifter.

9 angav at de ger stöd till OA-publicering, 5 svarade nej och fyra visste inte. Det specifika stöd som nämndes av 2 lärosäten var medlemskap i BioMedCentral vilket ytterligare ett lärosäte övervägde.

Övriga kommentarer.

” By making their repositories configurable in linking services (e.g. SFX)”

“We use to give away some information to new employee every year. We also talk about it, and this year we will use a day in promoting OA i september. From library homepage we have link to DOAJ.”

“HSF participate in Brage, an open access archive”

“Question number 5. Do you display/promote OA journals at the library/university website? The right answer may be: yes, but..

OA journals are included in the Tampere University Library’s electronic collection - NELLI. If you are staffed by the Tampere University or a student at the Tampere University finding OA journals in the library’s electronic collection is much more easier than if you are not.”

“In the A-Z list (journal list) in Samsök a symbol marking the journal as OA could be one way of making them more visible.”

“its all about metadata and to be indexed in bibliographic databases and search engines”

“The library has contacted the research dean and in June a meeting about OA is planned for the head of departments.”

“Support members för DOAJ- Directory.”

App. 1 The Questionnaire

Dear all,

This questionnaire aims to glean some understanding on how Open Access journals are perceived and promoted (if at all) in Nordic research and higher education libraries. The results from the questionnaire will be part of the background material that will be used in the creation of a best-practice manual for Open Access journals. I have tried to identify staff working with (e-)-journals but not always succeeded. If this should go to another person at your library, please pass it on!

Participating in this work is the OA-publishing house Co-Action publishing (<http://www.co-action.net/>) and the Head Office, Lund university libraries (<http://www.lub.lu.se/en/publish/publish.html>). The project is sponsored by “The National Co-operation Department” at the Royal Library in Stockholm, see <http://www.kb.se/eng/openaccess/projects.htm#best>.

We have tried to keep this short in the hope that you will take the time to reply. Libraries have always been a very important window for scientific journals and therefore it is important for emerging Open Access journals to

know how they can find their way to the library. Feel free to add any comments you deem relevant in question 14. Other comments.
Thanks in advance,
Jörgen Eriksson, Lund University Libraries

If you cannot view this form properly, you can fill it out here:

http://spreadsheets.google.com/viewform?key=p7LgPATRJNPQx_DO-8to1VQ&email=true

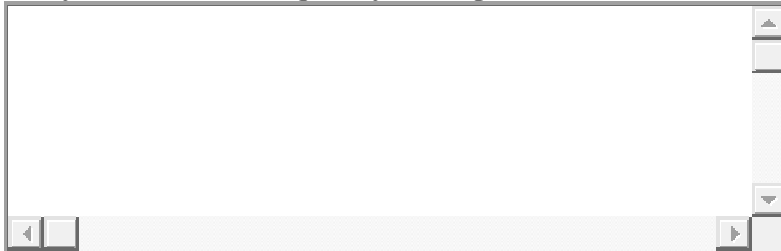
1. Acquisition (Identification) 1

How do you find out about new OA journals?

- through researchers/users
- information from publishers
- e-mail lists
- Directory of Open Access Journals (DOAJ)
- we don't look actively for OA journals

2.Acquisition ((Identification) 2

List your five most frequently used specific sources for finding OA journals



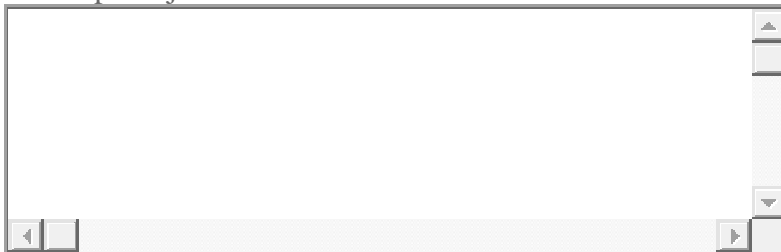
3. Selection 1

Do you have selection criteria for OA journals?

- Yes
- No
- I don't know

4. Selection 2

If yes to the previous question, do the selection criteria differ from the ones used for subscription journals?



5. Display 1

Do you display/promote OA journals at the library/university website?

- Yes
- No
- I don't know

6. Display 2

If yes to the previous question, please include a link to where you display the journals

7. Integration 1

Do you integrate OA journals with subscription journals in your services?

- Yes
- No
- I don't know

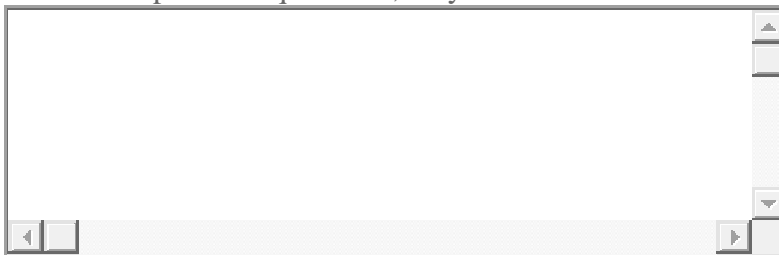
8. Integration 2

Do you catalogue OA journals in your library catalogue?

- Yes
- No
- I don't know

9. Integration 3

If no to the previous questions, why not?



10. Statistics 1

Do you keep statistics on the use of OA journals in your collection?

- Yes
- No
- I don't know

11. Statistics 2

Do you keep statistics on the use of Subscription based journals?

- Yes
- No
- I don't know

12. Publishing support 1

Does the library/university support publishing in OA journals?

- Yes
- No

- I don't know

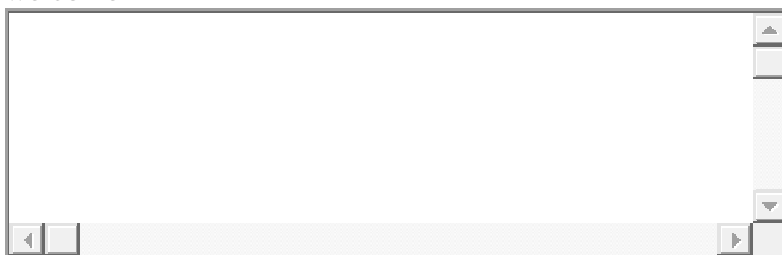
13. Specific Publishing support

Does the library/university support publishing in OA journals?

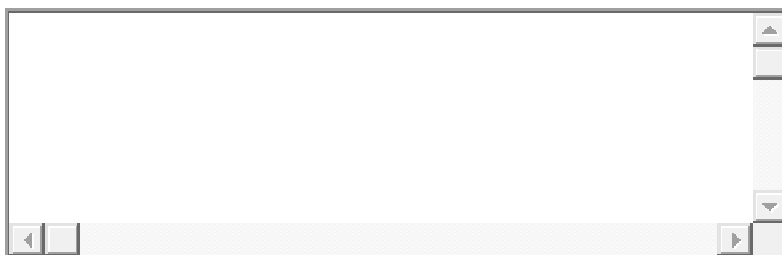
- PLoS membership?
- BioMedCentral Membership?
- Payment of individual publication fees?
- Other?

14. Any other comments

Suggestions on how OA journals can become more visible to libraries and their users are welcome



15. The name of your institution



Appendix 3

PRESS RELEASE/ANNOUNCEMENT

5 February 2010, Stockholm & Lund: Co-Action Publishing and Lund University Libraries Main Office are pleased to announce the launch of the *Online Guide to Open Access Journals Publishing* at <http://www.doaj.org/bpguide> .

The online guide is directed to small independent teams and provides practical information on planning, setting up, launching, publishing and managing an open access scholarly journal. Users can take advantage of additional resources in the form of links to related information, samples of applied practices and downloadable tools that can be adapted. The guide seeks to be interactive, allowing users to share their own best practices, tips and suggestions through a comment field. Although the guide contains some information that is specific to the Nordic region, most of its content can be applied internationally.

Development of the *Online Guide to Open Access Journals Publishing* was generously supported by the Swedish National Library and the technical solution was supported by Nordbib.

Questions about the guide can be directed to Caroline.Sutton@co-action.net