Publishing in the Online Engineering Design Graphic Journal

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Abstract—The Engineering Design Graphics Journal is transitioning from being a print-only journal to being online-only journal. To facilitate the transition, the Engineering Design Graphic Division elected to join the Public Knowledge Project's Open Journal Systems family of journals to make use of their integrated open source journal management and publishing system. While over 2000 journals comprise the Open Journal Systems family of journals and more journals are making this transition, one of the keys to the continued success of any journal in transition is ensuring that authors can continue negotiating the submission, editorial, and publication process with relative ease. The Open Journal Systems' integrated submission, editorial, and publication process makes this possible.

I. Introduction

At the Engineering Design Graphics Division (EDGD) Executive Committee meeting held during the 2008 Annual American Society for Engineering Education (ASEE) Conference, a decision was made to explore the feasibility of delivering the *Engineering Design Graphics Journal (EDGJ)* digitally in contrast to by physical means. An ad-hoc committee was formed to explore the various options available and to provide input to the Division during the balance of the year (K. Holliday-Darr, personal communications, July 4, 2008). It was anticipated that a decision could be made on the specific manner in which the journal could

be delivered during the 63rd Mid-Year Conference in January 2009.

During the 63rd Mid-Year Conference, and based on input from the ad-hoc committee, La Verne Abe Harris (L.V. Harris, personal communications, January 4, 2009), the EDGJ editor and the Division's Director of Publications, proposed an alternative online means for delivering the journal—Public Knowledge Project's (PKP) Open Journal Systems (OJS). By the 2009 Annual ASEE Conference, the online EDGJ had begun taking shape. Feature articles published in six issues of the journal, including the two most recent issues, volume 73 numbers 1 and 2, had been posted. Prior to the publication of volume 73 all issues were printed and mailed to those entitled to issues. And up through volume 73 number 2, all manuscripts were emailed in and the editorial process was handled by means of email exchanges.

This paper was prepared to augment existing materials available to authors and to illustrate the process by which an author submits and processes their manuscript for publication in the online *EDGJ*. Among the resources available to authors are *OJS* in an Hour (Simon Fraser University, Library, July 15, 2008) and an author tutorial (Public Knowledge Project, n.d.a).

II. The Public Knowledge Project's Open Journal Systems

Developed by the PKP, OJS is an integrated journal management and publishing system whose source code is available to the general public with relaxed or non-existent copyright restrictions. PKP is a non-profit research initiative. The partners include the Faculty of Education at the University of British Columbia, the Canadian Centre for Studies in Publishing at Simon Fraser University, the Simon Fraser University Library, and Stanford University. Its mission is to improve the scholarly and public quality of research.

The OJS, while launched prior to the Budapest Open Access Initiative, is grounded in the second of two complementary strategies intended to achieve open access to scholarly journal literature: "scholars need the means to launch a new generation of journals committed to open access, and to help existing journals that elect to make the transition to open access" (Open Society Institute, 2001). Among the features associated with OJS are the following:

- 1. OJS is installed locally and locally controlled.
- Editors configure requirements, sections, review process, etc.
- 3. Online submission and management of all content.
- Subscription module with delayed open access options.
- Comprehensive indexing of content part of global system.
- Reading Tools for content, based on field and editors' choice.
- Email notification and commenting ability for readers.
- 8. Complete context-sensitive online Help support (Public Knowledge Project, n.d.b).

III. OJS's Submission, Editorial, and Publishing Process

OJS's integrated submission, editorial, and publication process appears in Figure 1 (Public Knowledge Project, n.d.c). This paper focuses on the manuscript submission process, which includes initial submission through publication—Submission, Submission Review, and Submission Editing, from the perspective of the author. While the balance of the submission, editorial, and publishing process is essential to the *EDGJ's* success, it should be transparent to perspective authors.

The five step process for submitting a manuscript, along with the follow-on steps that lead to the publication of a manuscript appears in this paper's appendix. The appendix details the process from submission, through submission review, submission editing, and publication. It also serves as an author handbook for negotiating the process.

IV. Conclusion

By means of this integrated online approach, the *EDGJ* seeks to improve the scholarly and publication quality through a number of innovations, from making journal policies more transparent to improve indexing. It is anticipated that this integrated online approach to processing manuscripts and delivering the *EDGJ* will reduce the time and energy devoted to the clerical and managerial tasks associated with producing the *EDGJ*. It is also anticipated that record-keeping and efficiency of editorial processes will improve.

V. References

Open Society Institute. (2001). *Budapest Open Access Initiative*. Retrieved July 27, 2009, from http://www.soros.org/openaccess/read.shtml

Public Knowledge Project. (n.d.a). <u>Submitting an</u> <u>Article in OJS</u> [Video]. Retrieved June 20, 2009, from

http://pkp.sfu.ca/files/video/ojs_author_submission/ojs_author_submission.htm

Public Knowledge Project. (n.d.b). *Open Journal Systems*. Retrieved July 27, 2009 from http://pkp.sfu.ca/?q=ojs

Public Knowledge Project. (n.d.c). *OJS Editorial and Publishing Process*. Retrieved May 31, 2009, from http://aotest9.aos.ecu.edu/edgj/index.php/EDGJ/about/aboutThisPublishingSystem

Simon Fraser University, Library. (July 15, 2008). *OJS in an hour: An introduction to Open Journal Systems Version 2.2.1.0.* Retrieved August 30, 2008, from http://pkp.sfu.ca/files/OJSinanHour.pdf

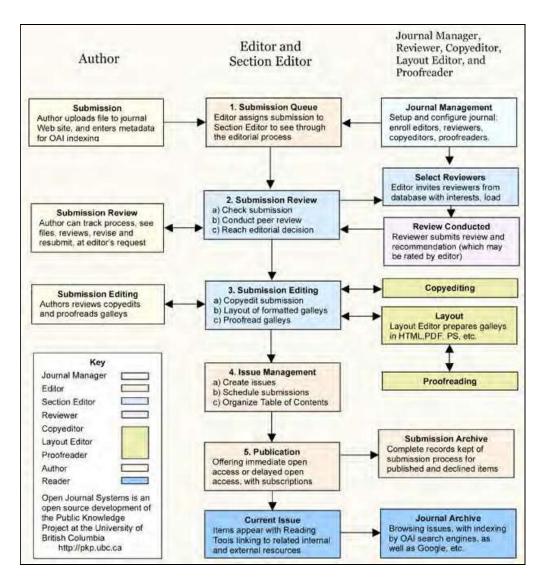


Figure 1. The OJS submission, editorial, and publication process.

Appendix—EDGJ Manuscript Submission, Review, and Editing Process

This EDGJ manuscript submission, review, and editing process statement was adapted from pages 163-175 of OJS in an Hour (2008). While it is based on OJS's submission, review, and editing process, minor changes in the appearance of the interface may be made in the future as refinements are incorporated and improvements are made. Furthermore, the procedures are intended to guide those who are submitting manuscripts to be published as peer reviewed feature articles. While other submissions will be scrutinized for quality, they will not be subjected to the same peer review process to which feature articles are subjected.

Registering with the EDGJ OJS Site

As an author, you must register with the EDGJ OJS site to submit an article for publication in the EDGJ. To register, access the EDGJ OJS site and click on "REGISTER"—See Figure A1.

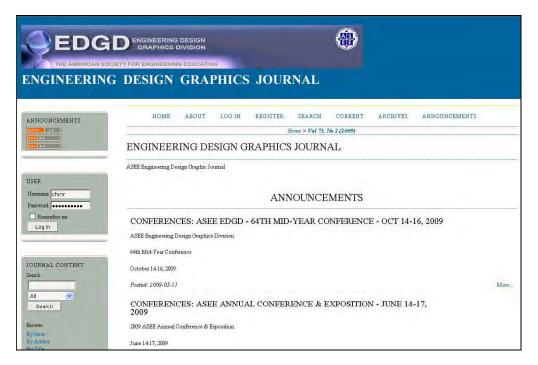


Figure A1. EDGJ homepage.

Provide the information requested. Note that asterisked (*) cells need to be filled in—see Figure A2.

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Figure A2. Registration page.

Then remember to check the "Author: Able to submit items to this journal" box and click on the "Register" button. This completes the registration process. Once registered, you can log in at anytime with your username and password and submit manuscripts for publication; check the status of your submission; and review, revise, and resubmit your manuscript.

Submitting an Article

To submit a manuscript for publication, you must log in—see Figure A1.

Once you're logged in, click on "Author". Then click on "CLICK HERE" under "Start a New Submission"—See Figure A3.

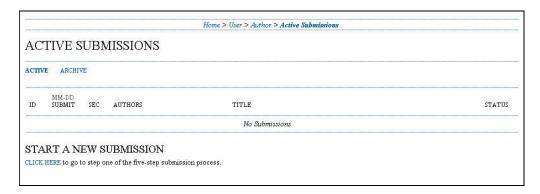


Figure A3. Starting a new submission

Manuscript-submission is a five step process. In the first step—see Figure A4, select the section that is most appropriate for your manuscript. Continuing with step one, ensure the manuscript complies with all the items in the Submission Checklist by checking each box. You may also provide comments to the editor. To complete the first step, click on "Save and continue".

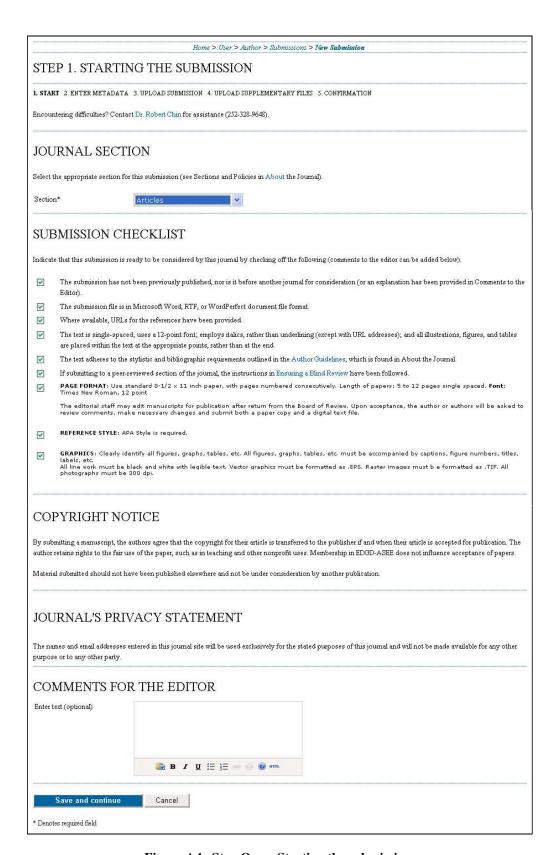


Figure A4. Step One—Starting the submission.

In step two, enter the manuscript's metadata—see Figure A5. Note that asterisked (*) cells need to be filled in. Use the "Add Author" button to add co-author data. Then enter the title, abstract, language, and the name of any supporting agencies in the respective cells. To complete step 2, click on "Save and continue".

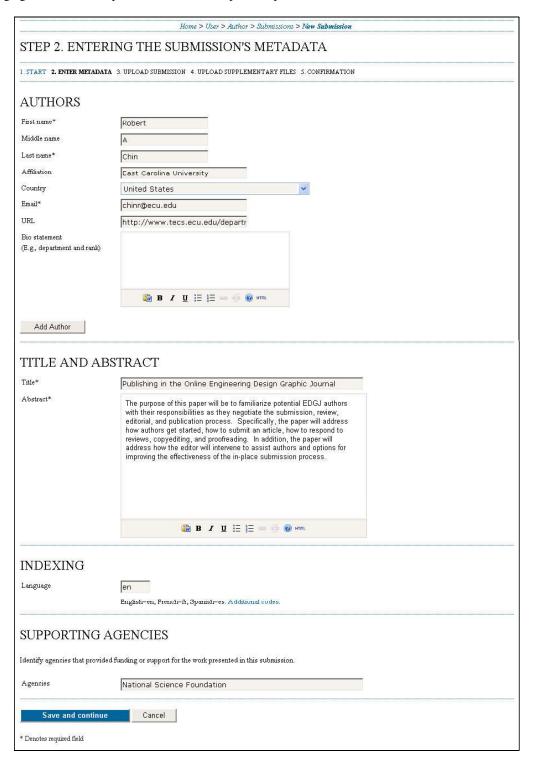


Figure A5. Step 2—Entering the submission's metadata.

In step three, your manuscript is uploaded using the procedures provided—see Figure A6.

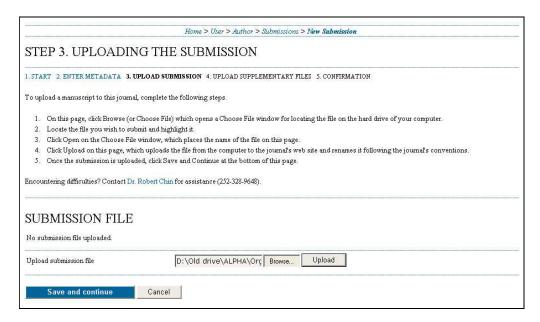


Figure A6. Step 3--Uploading the submission.

After clicking on the "Upload" button, your file is uploaded from your computer to the journal's web site and renames it using the journal's naming convention—see Figure A7. To complete step 3, click on "Save and continue".

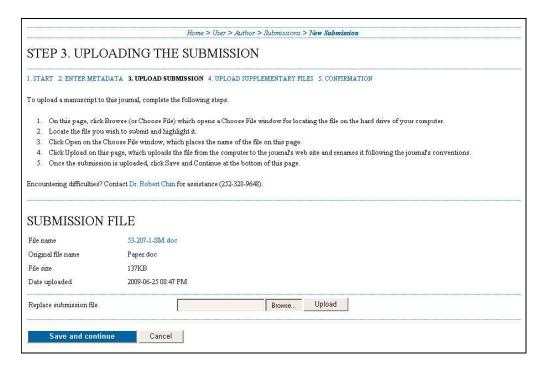


Figure A7. Uploaded manuscript

Step four is optional. If you have supplementary files, they may be uploaded at this time—see Figure A8. The supplementary files could include research instruments, data sets, sources that otherwise might not be available to readers, figures and table that cannot be integrated into the text, or other materials that contribute substantially to the work.



Figure A8. Step 4—Uploading supplementary files.

Complete step 4 by clicking on the "Save and continue" button.

The submission process is completed in step five by clicking on the "Finish submission" button—see Figure A9.



Figure A9. Step 5—Confirming the submission process.

The journal will acknowledge that your submission is complete—see Figure A10, and it will send an acknowledgement by email—see Figure A11.



Figure A10. Submission confirmation.

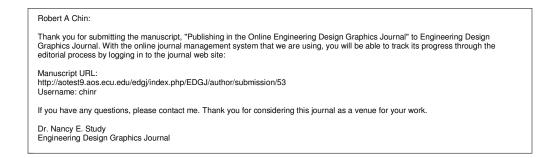


Figure A11. Email acknowledgment

Each time you log in you will be able to monitor your submission's progress as it passes through the various stages of the review and editorial process—see Figure A12.



Figure A12. Active submission

Figure A13 reflects the fact the submission is in review.

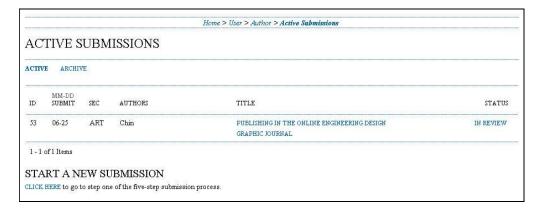


Figure A13. Submission under review.

Figure A14 reflects the fact the submission is in review and that revisions are required.

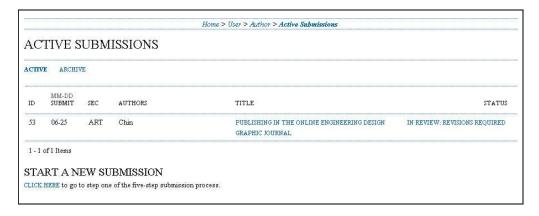


Figure A14. Submission requires revisions.

Figure A15 reflects the fact the submission is in the editing phase.



Figure A15. Submission in editing.

Responding to Reviews

In responding to reviews, you must log in. Then under "Active Submission"—see Figure A15, click on the linked title of the submission. This will take you to the "Summary" page—see Figure A16.

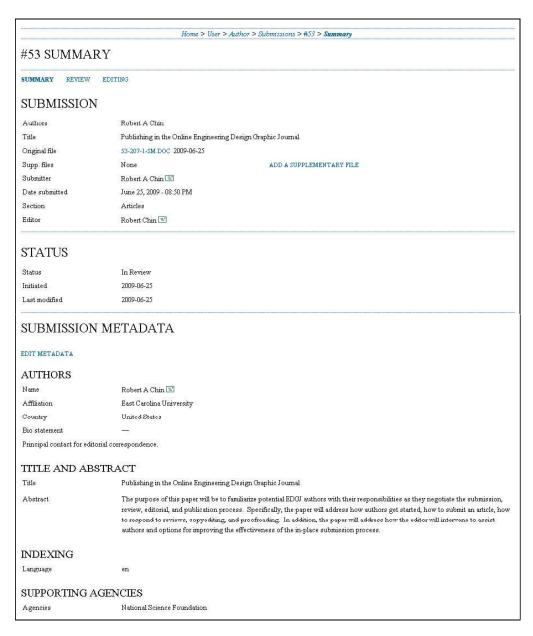


Figure A16. Summary of manuscript under review.

In the "Summary" page (see Figure A16), click on "REVIEW". In the "Review" page—See Figure A17, you can read the reviewer's version and the editor's version, read or submit comments using the "Editor/Author" icon, and upload a revised edition of your manuscript.



Figure A17. Review and editor versions of manuscript.

Copyediting, Proofreading, and Publication

Once your submission has been accepted for publication, you will receive a copy of your manuscript for copyediting. After logging in, click on the "Queued for Editing" status link—see Figure A18. This is where major changes can be made before publication. Once the changes have been made, the revised edition is uploaded, "Complete" is clicked, and the copyeditor is notified.

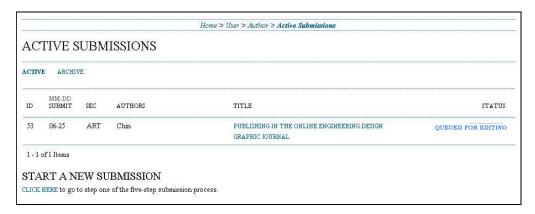


Figure A18. Editing manuscript.

Proofreading is the last opportunity to make changes and to upload an edited manuscript before publication. When the manuscript is published, the "Summary" page will reflect this status—see Figure A19.

Home > User > Author > Submissions > #53 > Summary #53 SUMMARY SUMMARY REVIEW EDITING **SUBMISSION** Authors Robert A Chin Title Publishing in the Online Engineering Design Graphic Journal Original file 53-207-1-SM.DOC 2009-06-25 Supp. files None Submitter Robert A Chin 🖃 Date submitted June 25, 2009 - 08:50 PM Articles Editor Robert Chin 🖃 Abstract Views **STATUS** Status Published Vol 66, No 3 (2002): Autumn 2009-06-25 Initiated Last modified 2009-06-25 SUBMISSION METADATA AUTHORS Name Robert A Chin 🖃 Affiliation East Carolina University Country United States Principal contact for editorial correspondence TITLE AND ABSTRACT Publishing in the Online Engineering Design Graphic Journal The purpose of this paper will be to familianize potential EDGI authors with their responsibilities as they negotiate the submission, Abstract review, editorial, and publication process. Specifically, the paper will address how authors get started, how to submit an article, how to respond to reviews, copyediting, and proofreading. In addition, the paper will address how the editor will intervene to assist authors and options for improving the effectiveness of the in-place submission process. INDEXING Language SUPPORTING AGENCIES Agencies National Science Foundation

Figure A19. Published manuscript.