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5-31-2019

Navigating Content & Peer Review in an Online Journal

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Recommended Citation
Rowan, Kelley F., "Navigating Content & Peer Review in an Online Journal" (2019). *Works of the FIU Libraries*. 79.
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Navigating Content & Peer Review in an Online Journal

Kelley Rowan, Digital Archives Librarian

Digital Collections Center, Florida International University

Agenda

- Purpose of Athenaeum
  - Editor roles
- Questions: Design and Policy
  - Content?
  - Peer Review: blind or double-blind?
  - Designing the Digital Commons *Athenaeum* page
- Navigating the Challenges
  - The submission form
  - Pre-filled text & automatic replies
  - Peer reviewers
- Possible Workflows

Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff

https://digitalcommons.fiu.edu/athenaeum/

FIU Digital Collections Center

Athenaeum

Getting Started

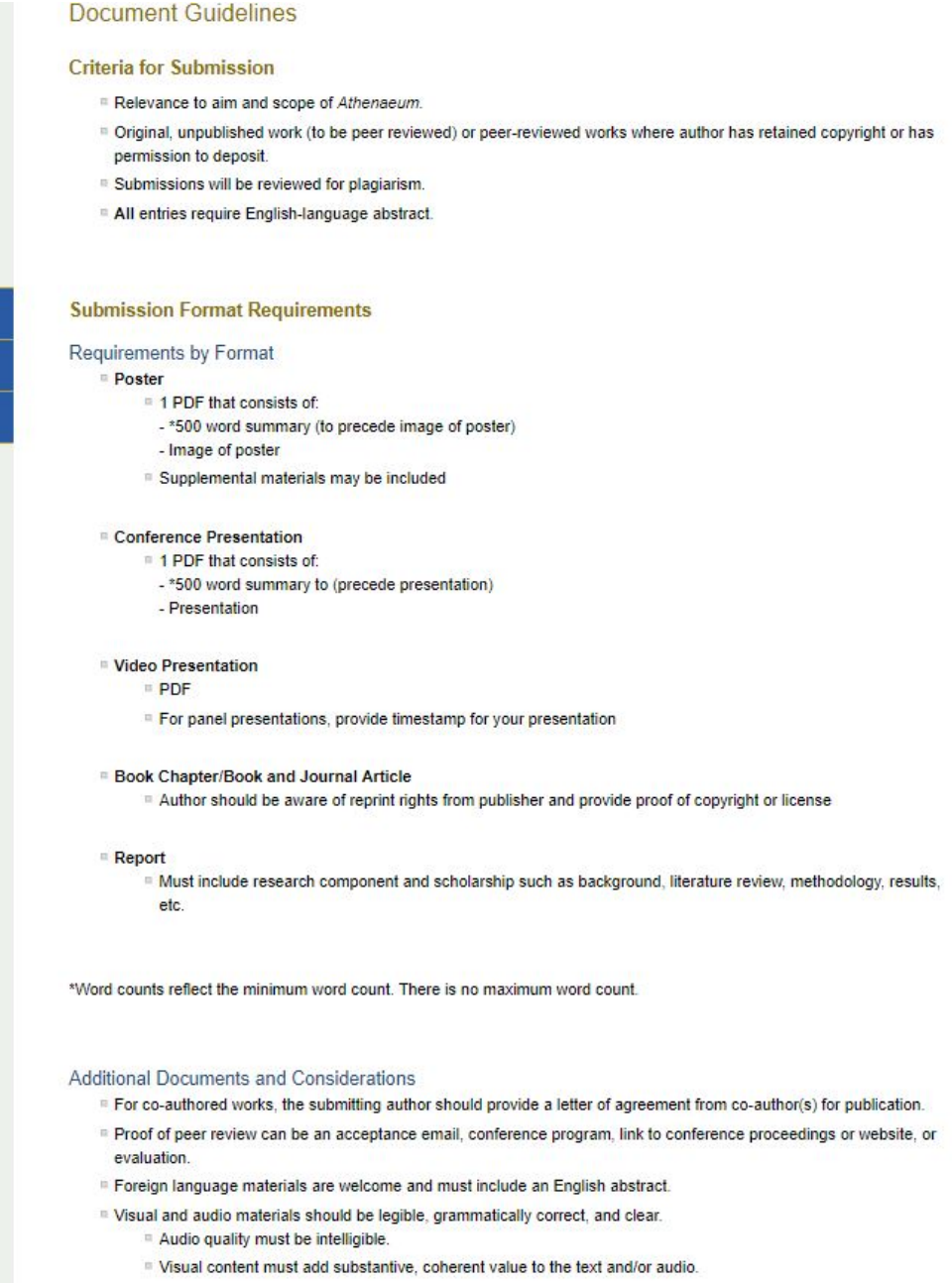
- Peer Review & Research Committee
- Editor
  - Turnitin.com
  - Publishing content
- Managing Editor
  - Managing peer reviewers

Content

- Faculty AND staff?
- Posters & presentations?
- Languages other than English?
- Videos?
- Reports & book reviews?

Document Guidelines

- Poster presentaions
- Conference presentations
- Video presentations
- Book chapters or journal articles (OA)
- Reports (must include research component)

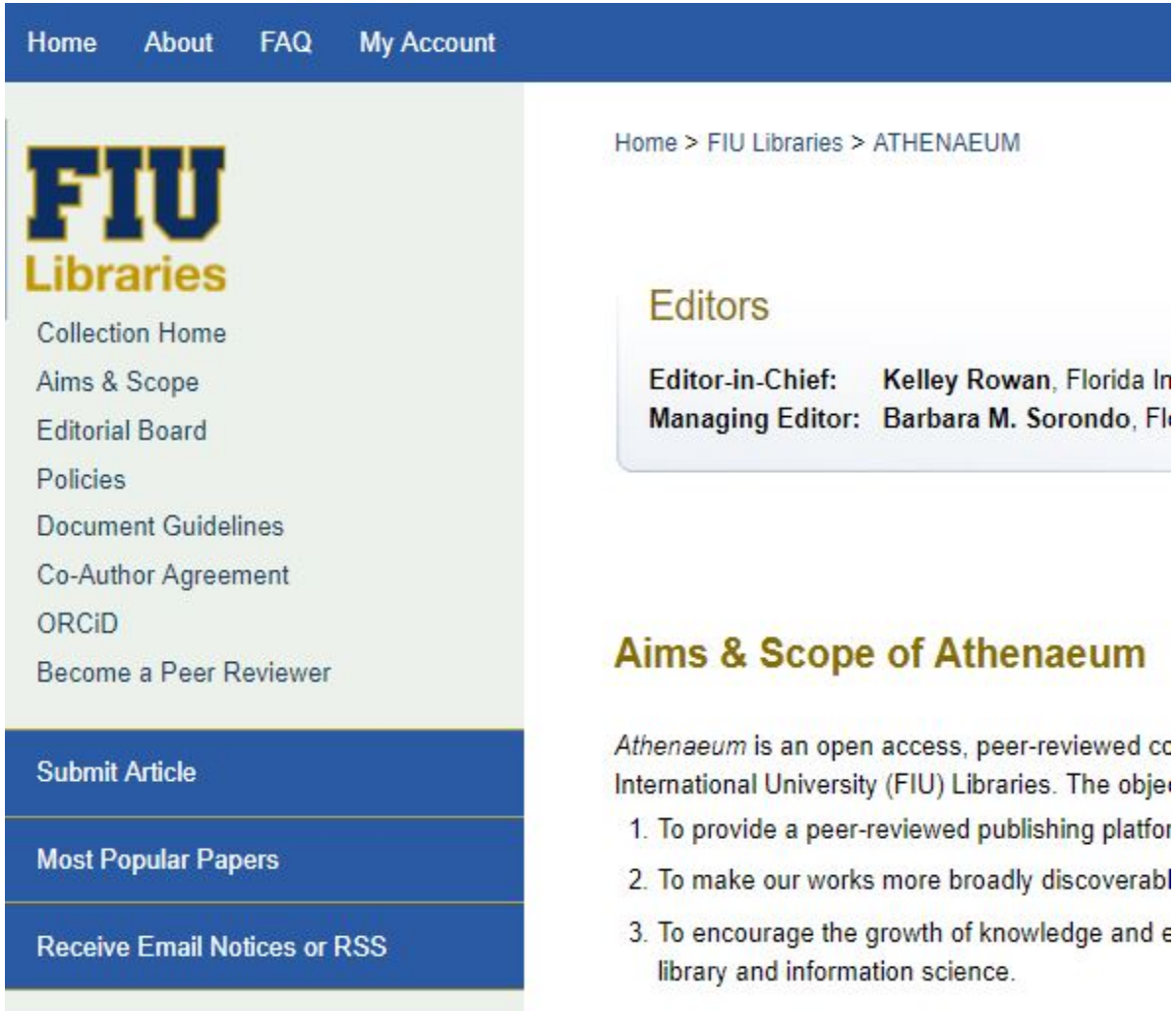


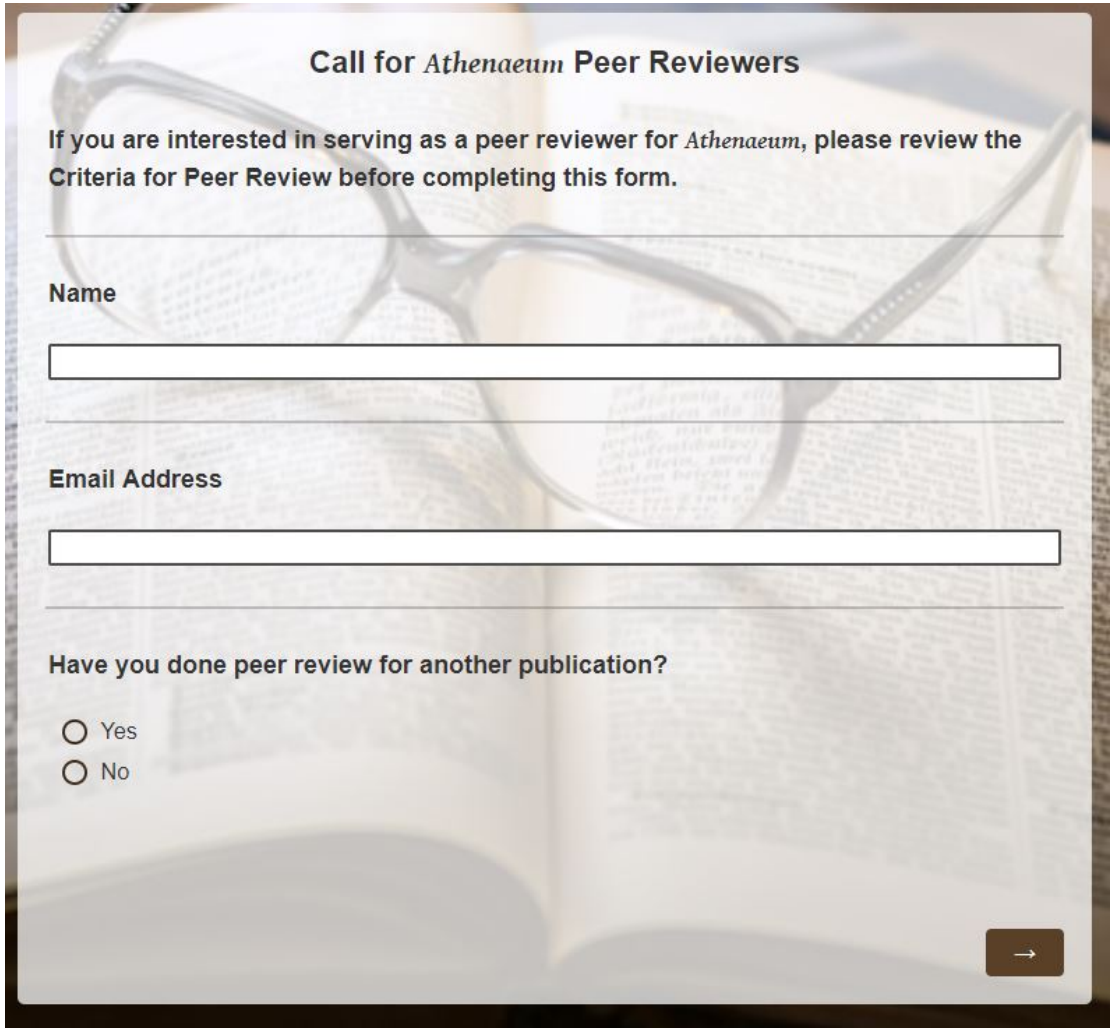
Peer Review

- Blind or double-blind?
- How many peer reviewers?
- Do you have peer reviewers in every specialty?
- Will you need to reach out to colleagues at other institutions?
- Categorization of peer reviewers

- **Novice**: no publication or peer review experience.
  - Limited to (up to) 500-word presentations and posters
  - Will work with expert level peer reviewer
- **Intermediate**: publication *or* peer review experience.
  - Receive any type of work based on field of expertise
  - Works with peer reviewer of any level
- **Expert**: publication *and* peer review experience.
  - Receive any type of work based on field of expertise
  - Works with peer reviewer of any level

Peer Review Form





Collection Home

- Include links to make submission easy!
  - ORCiD
  - Co-Author agreement
  - Document Guidelines
  - Become a Peer Reviewer

FIU Digital Collections Center

Navigating the Challenges: The Submission Form

Final Page of the Submission Form

If your submission is already published in Digital Commons you will only fill out the four required fields and add your Digital Commons URL in the comments section.

REQUIRED Article Title

Please use Headline Style Capitalization --e.g., *The Scholarly Communication Crisis*

Enter your article title:

Keywords

Please separate keywords/keyword phrases with commas.

Enter keywords:

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click here to view the complete list of disciplines.

Available:

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Select »
« Remove

Selected:

Type of submission: Article

REQUIRED ORCID

Please put the author name next to the ORCID ID if you are listing multiple ORCIDS in the case of co-authors.

Enter ORCID identifier or create a link to your ORCID:

DOI

Enter doi:

Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Type or paste your abstract:

REQUIRED Originally Presented or Published at:

Enter original presentation/publication information:

Creative Commons License

Select a Creative Commons License.

None

REQUIRED Previously Peer Reviewed

Has this article been previously peer-reviewed? Mark the checkbox if 'yes'.

Yes, this work was previously peer-reviewed. No, this work was not previously peer-reviewed.

Comments

If this submission is already included in the repository please enter the Digital Commons URL here:

Publication Status

Was this submission previously published in a journal? Bepress will automatically create an OpenURL for published articles. Learn more about OpenURLs

Yes
No

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

Upload file from your computer
Import file from remote site

Submit Completing your upload may take some time; please only click on the submit button once.

Pre-filled text and automated replies for peer reviewers

Dear Barbara M. Sorondo,

I'm hoping that you will do me the favor of reviewing a recent submission to Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff entitled "Theft of the Mind: An Innovative Approach to Plagiarism and Copyright Education". The abstract is at the end of this message.

We are committed to providing authors with unparalleled service, so please only agree to do this review if you really can complete a quality review DAYS_ALLOWED.

Please let us know whether you are willing to review this submission by going to the following Web address and selecting the appropriate option there:

https://digitalcommons.fiu.edu/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Ccc%2Clogin&cc=crkErfJk&review_request=yes&context=athenaeum&article=1001&.authT=9T3IaSU0xHxNssF4hReUt%2FdGHNvCll&login=2770135

If you have any trouble accessing the submission, please contact support@dc.bepress.com for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in 5 day(s). Expired requests are subject to withdrawal at the editors' discretion.

ABSTRACT
please leave the prior Digital Commons record as is

Thank you,

Barbara M. Sorondo
Editor

Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff

Pre-filled text and automated replies for peer reviewers

Dear [Name],

You have been selected to peer review a recent submission to Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff entitled "TITLE." The abstract is at the end of this message.

We ask that you submit your review within two weeks. Please let us know whether you are willing to review this submission by going to the following Web address and selecting the appropriate option there:

https://digitalcommons.fiu.edu/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Ccc%2Clogin&cc=crkErfJk&review_request=yes&context=athenaeum&article=1001&.authT=9T3IaSU0xHxNssF4hReUt%2FdGHNvCII&login=2770135

If you have any trouble accessing the submission, please contact Kelley Rowan, Editor of Athenaeum, at krowan@fiu.edu for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in one week. Expired requests are subject to withdrawal at the editors' discretion.

ABSTRACT

Thank you,

Kelley Rowan
Editor

Pre-filled text and automated replies for peer reviewers

Dear Kelley F Rowan,

Thank you very much for agreeing to review "Test". If you have not done so already, you may get a copy of the submission at:

https://digitalcommons.fiu.edu/cgi/preview.cgi?article=1002&context=athenaeum&login=1836717

When writing your review, be careful to omit any references to yourself. Editors will make the review available to the author(s) exactly as you submit it. Your identity will be hidden, of course.

After you write your review, you can upload it as a text file, a Microsoft Word (or RTF) file, or as a PDF file.

The "Submit Review" form also includes a place where you may upload a confidential cover letter which only editors may see.

To submit your review, please go to the following URL and click on the "Submit Review" link:

https://digitalcommons.fiu.edu/cgi/preview.cgi?article=1002&context=athenaeum&login=1836717

I look forward to receiving your review.

Thank you,

Barbara M. Sorondo
Editor

Athenaeum: Scholarly Works of the FIU Libraries Faculty and Staff

Peer Review interface

- Searchable by keyword
  - Easy to find novice & expert peer reviewers

Showing 1 - 12 of 12

Save changes | Reset form | Add new reviewer

Remove from list?	Last Name	First Name	Institution	Subject Area / Notes	Outstanding requests	Assigned	Reviewed recently? (in last 45 days)	Recent reviews (past 12 months)	Average Time (days)	Author?
☐	Bakker	Rebecca	Florida International University	INTERMEDIATE - Digital	0	1		0		No
☐	Brenenson	Stephanie	Florida International University		0	0		0		Yes
☐	Du	Zhonghua		INTERMEDIATE - Catalo	0	0		0		No
☐	Hasty	Douglas	Florida International University		0	0		0		No
☐	Jimenez	Christopher		INTERMEDIATE - Emerg	0	0		0		No
☐	Kass	Martin			0	0		0		Yes
☐	mocastro@fiu.edu			NOVICE - digital humani	0	1		0		No
☐	Pereira-Pujol	Patricia	Florida International University	EXPERT - Reference ser	0	0		0		No
☐	Rogers	Jamie	Florida International University	INTERMEDIATE - Digital	0	0		0		Yes
☐	Rowan	Kelley	Florida International University	EXPERT - Digital librarie	0	0	X	1	1 (details)	No
☐	Sorondo	Barbara	Florida International University	INTERMEDIATE - Refere	0	0		0		Yes
☐	Williams	Gayle	Florida International University	EXPERT -Collection dev	0	0		0		No

Peer Review interface

- My Submissions
- Batch upload XML
- Batch upload Excel
- Batch revise Excel
- Batch status
- Transcoding status
- Submission details
- Preview Submission
- Assign Editor
- Reviewers
- Revise Submission
- View revisions
- Supplemental Content
- Register decision
- Publish
- Withdraw Submission
- Add reminder
- History
- Editor Notes
- Preview ir_journal
- Update ir_journal
- Go to ir_journal
- Log out

Title: Test

Authors: Martin Kass (*Florida International University*)
Last Event: Editor assigned (Thu May 16 2019)
Waiting for Editor: Yes **Locked by Editor:** No
Editor: Barbara M. Sorondo **Manuscript:** #1002 **Decision Due:** Thu Jan 17 2019 (late) PDF

Suggest Reviewers: See reviews

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 2 Update

Reviewers

Reviewer	Status (key)	History	Options
#1 Kelley F Rowan	reviewed review history	history	upload report for reviewer request rereview

Submitted Reviews

All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide Save Changes
May 16 2019 07:50 AM PDT	#1 Kelley F Rowan	Accept with minor revisions	view	☐

REVIEWER STATUS KEY

suggested	Potential reviewer has been suggested. No request has been sent to the potential reviewer.
requested	An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.
committed	The reviewer has made a commitment to do a review.
reviewed	The review has been uploaded by the reviewer
request rescinded	The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.
review no longer expected	The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.
declined	The reviewer has declined to do a review.
abrogated	The reviewer has reneged on their commitment to review.

Recruiting Peer Reviewers (and authors)

- Workshop
- Symposium
- Library weekly newsletter
- Faculty email list
- Voluntelling colleagues

Recruiting Peer Reviewers (and authors)

The Peer Review & Research Committee cordially invite you to

JOIN THE CONVERSATION

a series of workshops on the value of research,
how to engage in the research and writing process,
and where to publish your scholarship.

Thursday, June 6, 2019
11:00am – 4:00pm

Check-in starts at 11:00am
GL 220

Please,

RSVP

A light lunch will be served, but we ask that participants RSVP by May 24.
Preview the Schedule of Events (details to be finalized) and RSVP at
http://prrc.eventnut.com

ATHENAEUM

Scholarly Works of the FIU Libraries Faculty and Staff

Get involved in research now!

There are two simple ways to join the academic conversation with *Athenaeum*, a new collection of scholarly works by the faculty and staff of the FIU Libraries.

1. **Contribute:** share your publications with the world.

   Submit your research now at:
   https://digitalcommons.fiu.edu/athenaeum/
   Both new and previously published works accepted.

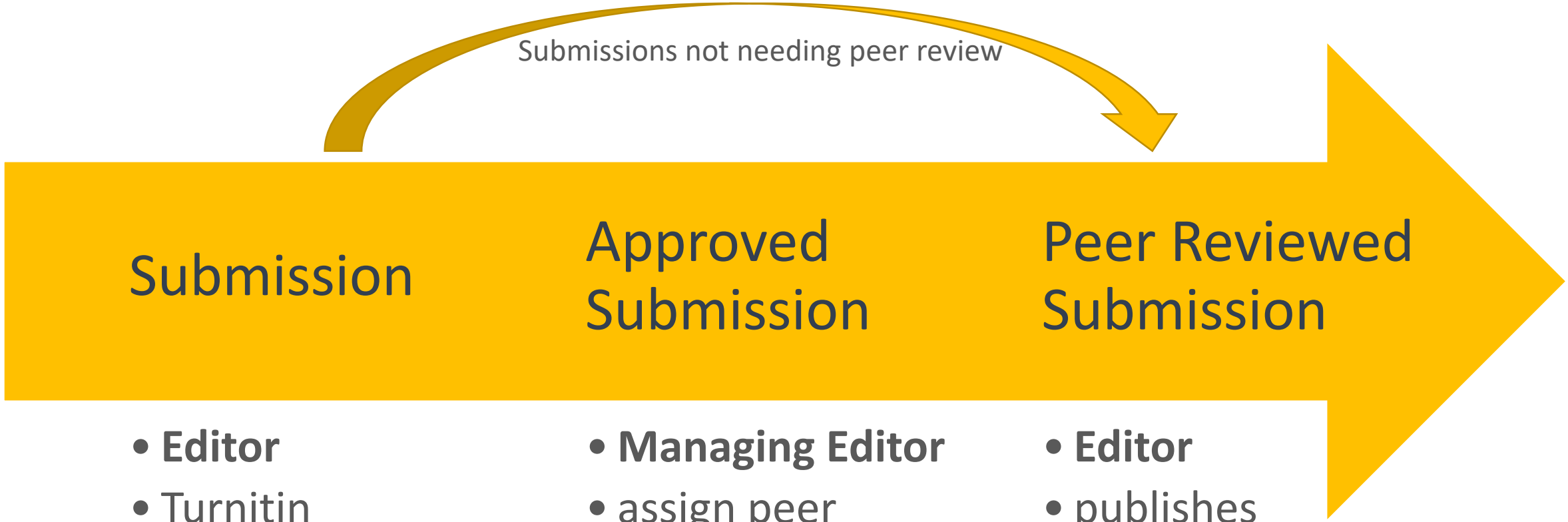
2. **Review:** provide helpful feedback on your colleagues' publications.

   Email the Managing Editor to be added to the peer reviewer pool: bsorondo@fiu.edu.

For more information:
https://digitalcommons.fiu.edu/athenaeum

Editor-in-Chief: Kelley Rowan
Managing Editor: Barbara M. Sorondo

Workflow for submissions



Possible workflow for creating a collection

Content

- Develop the aims & scope
- Languages?
- Type of content?
- Who?
- Editors?

Peer Review

- Peer review?
- Blind or double blind?
- Plagiarism (turnitin)

Technical

- Journal email
- Design front page
- ORCiD?
- Create any forms you will use
- Submission form
- Check all pre-existing text

Presenter information

Kelley Rowan, Digital Archives Librarian

Florida International University

Digital Collections Center, GL 818

12000 SW 8th St. Miami, Fl. 33199

krowan@fiu.edu

305-348-1079

Social Media

https://www.facebook.com/dccfiu/

https://www.instagram.com/fiudigital/

@FIU_Digital_Lib

Photo Credits

- Slide 3 – “Do Something Great,” Photo by Clark Tibbs on Unsplash
- Slide 5 – “Neon Question Mark,” Photo by Emily Morter on Unsplash
- Slide 10 – “Game on,” Photo by 陆初雪 SWEETHEART💘（@luchuxue1997） on Unsplash
- Slide 12 – “Be the Buzz,” Photo by Tanya Santos on Unsplash
- Slide 21 – “and Breath,” Photo by Max van den Oetelaar on Unsplash