

The Division of Labor

on a Campus Hosting
Open Journal Systems
and
Open Conference Systems

These slides are for librarians principally and editors for those journals and conferences that can be hosted in association with the university library.

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Open Journal Systems / Open Conference Systems

Server Administrator	Librarian IT Staff	Journal Editor
Download	Advertise	Setup
Install	Advise	Manage
Upgrade	Generate	Publish

The slides will go through each role, providing an explanation of each term. The server admin, the person who runs the web server where OJS/OCS is installed, can be in the library or the university at large.

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First we look at the Server Admin who controls the web server where OCS/OJS is installed.

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Open Journal Systems / Open Conference Systems

Server Administrator	
Download	Download free copy of OJS/OCS on an existing web server (equipped with free PHP language and MySQL database).
Install	
Upgrade	

The Sever Admin will be able to find online free PHP and MySQL packages to download which will equip the machine to handle OJS/OCS.

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Server Administrator	
Download	Download free copy of OJS/OCS on an existing web server (equipped with free PHP language and MySQL database).
Install	Install software using script; enable server to upload files, send mail, etc.
Upgrade	

PKP provides email support for this installation process and can help with the appropriate settings for server, but the server admin will need some knowledge of PKP/MySQL.

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Open Journal Systems / Open Conference Systems

Server Administrator	
Download	Download free copy of OJS/OCS on an existing web server (equipped with free PHP language and MySQL database).
Install	Install software using script; enable server to upload files, send mail, etc.
Upgrade	Upgrade to new version of OJS/OCS every 6-8 months, as well as keep up with regular server security upgrades.

There should be a regular backing up of the server, as well, to ensure that nothing is at risk to server failure, but this is standard practice with web servers.

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The librarian's turn. Once the Server Admin has installed OJS/OCS, a librarian is made a Site Administrator for OJS and for OCS, and can then in a matter of moments generate journals and conferences ready to be set up by faculty and students.

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Open Journal Systems / Open Conference Systems

Librarian IT Staff	
Advertise	Advertise new journal/conference service on library site and email faculty.
Advise	
Generate	

The first step is getting word out to faculty and students that they can now sign up to have journal or a conference system, which they can configure and set up for their needs.

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Librarian IT Staff	
Advertise	Advertise new journal/conference service on library site and email faculty.
Advise	Advise potential users on what systems can do, pointing to PKP booklets on topic.
Generate	

There are instructional materials available on the PKP site, such as “OJS in an Hour” to help show people what is involved. The booklet includes access to a live “test-drive” site where people can try out OJS, acting as editor or reviewer or author, which operates much like OCS.

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Open Journal Systems / Open Conference Systems

Librarian IT Staff	Can be handled by a librarian or IT staff member
Advertise	Advertise new journal/conference service on library site and email faculty.
Advise	Advise potential users on what systems can do, pointing to PKP booklets on topic.
Generate	Generate journal or conference by typing in title and creating a new user who fills in the details and sets it up.

Once someone is interested, the Librarian generates a journal using OJS or conference using OCS giving the journal or the conference a name and its own URL. The Librarian makes that person a Journal or Conference Manager.

The Journal/Conference Manager can then take over, doing the set up and enrolling other people to help, including the Journal Editor or Conference Director. The Journal/Conference Manager often serves as a Journal Editor or Conference Director, as people can have more than one role in these systems.

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Open Journal Systems / Open Conference Systems

Server Administrator	Librarian IT Staff	Journal Manager
Download	Advertise	Setup
Install	Advise	Manage
Upgrade	Generate	Publish

The Journal Editor (or Conference Director), along with the Journal Manager (and Conference Manager) are now fully in charge, and can get help from PKP and other users.

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Open Journal Systems / Open Conference Systems

Journal Manager	(Applies, as well, to Conference Manager)
Setup	Set up the journal/conference by filling in templates and checking options to match needs.
Manage	
Publish	

The Manager (who may also be the Editor or Conference Director) sets up the journal (conference) by filling a series of templates with names, titles, and other information (how many weeks for the reviews, etc.). They can add graphics, change colors, and customize the site. The set up can be done in consultation with the Journal Editors (and Conference Directors) and can be done over a period of time with changes made at any point, even after the journal or conference is underway.

When this set up is complete, the site is ready to start accepting submissions, and the staff can begin some trial runs, working with their own submissions, taking them through the whole process to again see how it works, and then clear them out.

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Open Journal Systems / Open Conference Systems

Journal Manager	(Applies, as well, to Conference Director)
Setup	Set up the journal/conference by filling in templates and checking options to match needs.
Manage	Manage submissions, direct reviews, notify users as needed.
Publish	

After a few trial runs the Managers, Journal Editors (Conference Directors) should be ready to start processing submissions, adding reviewers (which can be imported as a data set or added individually) as well as, depending on how the journal operates, Copyeditors, Layout Editors and Proofreaders. The Conference Manager can add a Registration Manager and other roles as well.

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Journal Manager	(Applies, as well, to Conference Director)
Setup	Set up the journal/conference by filling in templates and checking options to match needs.
Manage	Manage submissions, direct reviews, notify users as needed.
Publish	Publish journal issues, events, conference papers, and podcasts.

The journal can publish articles as they come ready, until a volume is complete (one year) or they can publish in groups or issues every quarter or month. The conference can include PowerPoint, PodCasts and other forms, and can handle registration (in a later release, time and room scheduling). The timeline for making the Conference site public and for controlling who has access to the posted materials is controlled by the Conference Directors.

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The key principle is the ease with which the Server Admin and the Librarian can provide access to this software, without having to tend to it on weekly or even monthly basis (once automatic backup is in place).

For faculty and students, it means that they have access to secure, sophisticated and regularly update software that ensures that their work is indexed on the major search engines and part of a global knowledge exchange.