

---

# Contents

<i>List of tables</i>	<i>ix</i>
<i>About the author</i>	<i>xi</i>
<i>List of acronyms</i>	<i>xiii</i>
<b>Part I – Background information</b>	<b>1</b>
<b>1 Introduction</b>	<b>3</b>
Structure of the book	5
A brief history of scholarly journals	6
The functions of journals in scholarly communities	11
Ethical and practical arguments for open access to scholarship	15
Models for open access publication	18
<b>2 Examples of successful open access journals</b>	<b>23</b>
<i>Medical Education Online</i>	23
<i>Information Research</i>	27
<i>Journal of Medical Internet Research</i>	31
<i>First Monday</i>	35
<i>Journal of Electronic Publishing</i>	38
Summary	42
Note	45
<b>Part II – Crafting a new open access journal</b>	<b>47</b>
<b>3 Journal planning issues</b>	<b>49</b>
Determining the name and scope of the journal	51
Determining an organizational and governance structure	53

Forming an editorial board	54
Defining a peer-review policy	56
Journal structure and content	63
Format, layout and style	66
Developing instructions for authors	68
<b>4 Hosting and data systems</b>	<b>71</b>
Hosting issues	72
Changing web hosting companies	80
Ensuring the availability and integrity of your journal	85
<b>5 By-laws, policies and other journal documentation</b>	<b>91</b>
By-laws	92
Policies	94
Instructions for authors	105
Conclusions	109
<b>6 Resources and financing</b>	<b>111</b>
Reducing the need for resources by operating an OA journal efficiently	112
Volunteer help	114
Donated support	117
Generating income through the journal's operations	119
Administrative overhead	124
Conclusions	125
<b>7 Disseminating the content of your journal</b>	<b>127</b>
Obtaining an International Standard Serial Number	127
Indexes	128
Directories	130
Metadata harvesters	132
Search engines	134
Professional networking	139

Gathering intelligence on who is accessing your journal	139
<b>Part III – Maintaining and operating an open access journal</b>	<b>143</b>
<b>8 Launching the journal</b>	<b>145</b>
The planning stage	145
Launch preparation	150
Launching the journal	154
Note	156
<b>9 Maintaining and sustaining an OA journal</b>	<b>157</b>
Managing the review process	157
Publishing other types of material	165
Manuscript preparation process	168
Publication process	175
Journal maintenance processes	177
Note	180
<b>10 Concluding remarks</b>	<b>181</b>
<b>References</b>	<b>183</b>
<b>Index</b>	<b>189</b>